

Iteration Report for Video Artworks

Prepared by:

Date:

General Information		[Installation Image]
Department:		
Accession Number:		
Name of Artist:		
Title of work:		
Date of work:		
Medium (include number of channels, color/black and white, audio channels):		

Exhibition	
Title:	
Venue:	
Dates:	
Exhibition Catalogue (Y/N):	

Parties Involved with the Installation of this Iteration	
Artist / Artist Representative:	Curator(s):
Conservator(s):	Collections Manager(s):
Registrar(s):	Media Technician(s):
Exhibition Project Manager(s):	Exhibition Designer(s):
Installation Coordinator(s):	Art Handler(s):
Consultant(s):	Other:
How long (hours/days) was the installation period for this particular artwork?	

Please list who was directly involved with the installation of this artwork. Include how many hours/days each individual was actively working on the installation.	
Describe the artist's level of involvement with the installation. If they were not present, how did they provide guidance or feedback to the installation team?	

Success of Iteration	
Was the artist physically present to see and/or approve the iteration?	
Did the artist or artist representative approve of this iteration? Provide the name of the person(s) who evaluated the iteration.	
Were there any aspects of the installation that the artist believes could be improved for future iterations?	
Were there any technical difficulties encountered during the run of the exhibition? If yes, please describe.	
Please provide any additional comments or feedback.	

File(s) used for Exhibition	
TMS Component (include component description):	Reason for Use:

Installation Images and Floorplans	
Please provide floorplans and images of the finalized iteration as installed in the gallery or exhibition space. Please provide the file name for each image as a source.	
Source:	
Source:	
Source:	
Please provide a floorplan of the installation space, if applicable.	
Source:	

Please provide a wiring diagram for the media playback equipment, if applicable.

Source:

Equipment and Props Utilized in the Iteration	
Provide images of each component utilized in the exhibition. Please provide the file name for each image as a source.	
<i>Display Equipment (include any minimum requirements or preferred dimensions)</i>	
Projector(s): Who selected this projector? Why was this particular projector selected?	TMS Component Number, if applicable:
Monitor(s): Who selected this monitor? Why was this particular monitor selected?	TMS Component Number, if applicable:
Media Playback Device(s) (include any specialized software that was utilized): Who selected the use of this media playback device? Why was this equipment selected?	TMS Component Number, if applicable:
Speakers: Who selected these speakers? Why were these speakers selected?	TMS Component Number, if applicable:
Subwoofer: Who selected this subwoofer? Why was this subwoofer selected?	TMS Component Number, if applicable:
Headphones: Who selected these headphones? Why were these headphones selected?	TMS Component Number, if applicable:
Projection Screen: Who selected this projection screen? Why was this screen selected?	TMS Component Number, if applicable:
Cables: Why were these cables utilized?	TMS Component Number, if applicable:

Any images inserted into this document should also be stored on The Met's server as individual .jpg or .tif files.

Mounts and Stands:	TMS Component Number, if applicable:
Who selected these mounts and/or stands? Why were these mounts and/or stands selected?	
Other equipment utilized for the playback equipment (do not include props):	TMS Component Number, if applicable:
Why was this utilized?	
Seating (eg. benches, bean bags, etc.). <i>Indicate if they were fabricated or where they were sourced.</i>	
	TMS Component Number, if applicable:
Who selected this style of seating? Why was it selected?	
Props and Other Equipment	
	TMS Component Number, if applicable:
Who selected this particular prop? Why was it selected?	
	TMS Component Number, if applicable:
Who selected this particular prop? Why was it selected?	
	TMS Component Number, if applicable:
Who selected this particular prop? Why was it selected?	
	TMS Component Number, if applicable:
Who selected this particular prop? Why was it selected?	

Exhibition Environment		
Please provide images, where applicable, including the file name for the source image.		
Provide a brief description of how the visitor enters and exits the installation space. Include what the visitor experiences when they enter the installation, if significant.		
Describe the layout of the equipment and props in the exhibition space and how they are positioned relative to each other.		
<i>Aspect or Quality</i>	<i>Description</i>	<i>What was the justification or reasoning?</i>
Room dimensions:		Approved or Decided by?
Ceiling height:		Approved or Decided by?
Was the artwork installed in a dedicated installation space, or adjacent to other artworks?		Approved or Decided by?

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Installation size:		Approved or Decided by?
Image size:		Approved or Decided by?
Image height:		Approved or Decided by?
Wall color (include paint brand and color, if known):		Approved or Decided by?
If the artwork was installed as a projection, was the projection surface coated with any particular material or paint? Please provide brand name and color, if applicable.		Approved or Decided by?
Flooring:		Approved or Decided by?
Ceiling treatment, if applicable:		Approved or Decided by?
Was the media playback equipment visible or hidden?		Approved or Decided by?
Were cables visible or hidden? Indicate whether cable covers were utilized.		Approved or Decided by?
Were any light locks such as a curtain or corridor utilized?		Approved or Decided by?
Were any sound dampening panels or other methods employed to reduce sound bleed?		Approved or Decided by?

Health, Safety, and Security		
Please provide images, where applicable. Please provide the file name for each image as a source.		
<i>Aspect or Quality</i>	<i>Description</i>	<i>What was the justification or reasoning?</i>
Was a security guard posted nearby this work? If yes, were they dedicated to this artwork?		Approved or Decided by?
Stanchions or barriers:		Approved or Decided by?

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SAMPLE

Alarms:		Approved or Decided by?
Security Cameras:		Approved or Decided by?
Describe any incident reports that occurred during the run of the installation.		
Indicate whether any Damage and Loss Reports were filed during the run of the installation. If yes, please describe.		

Reviews and Reception	
Press	Source: Source: Source:
Visitor	

Other
Please list any other pertinent information not addressed otherwise.