

INSTALLATION ART

STRUCTURE

Summary description

Installation space

Components/elements/materials

Fabrication/Assembling
(considered as part of the work)

CHECKLIST

- Key qualities and installation requirements
- Description of what the installation should look and sound like if operating correctly
- Installation space, components, their function and effect
- Relation between the components and between components and installation space
- Aspects of the work which are key to a successful installation (site specific, time specific, difference to previous presentations, possibilities for modification)
- Reference to installation photographs, plans, video...

- Authenticity, sources, methods of examination

Description of the space with numbered plans showing

- Space specifications: construction, measurements, materials, colour (ceiling/false ceiling, floor, walls...), minimum/maximum dimensions, entrance/exit, public flow, barriers, position of benches...

- Power supply

- Equipment specifications: position of speakers/projectors/players etc) and equipment cupboard (access, visibility), space between plinths and height of plinths

- Projection specifications: projection surface (material, colour), projection/viewing distances, size of image, distance from ground/walls/ceiling, ,

- Acoustic specification – sound levels, sound insulation

- Lighting specification (light levels, quality of light, direction of light, corridors to limit light or sound spill)

- Any other construction required

Detailed description of

- Units/components/elements

- Materials (type of material, location, origin of the material, supplier, materials added or removed by artist during reinstallation...)

- Method of fabrication, structure, construction, assembling

(conceptual, commissioned, artist himself, assistants, manufacturer, equipment for production...)

- Number of channels/media type/primary mode of presentation/ media format/ sound/ colour

- Authenticity

- Source of information, methods of examination (analysis, artist...)

- Reference to specific plans, measurements, files

ANSWERS

Note: For time based media use specific checklist

Accompanying equipment
(considered as part of the work)

- Type of technical equipment + number of items (Make, Model, Serial Nb., supplier),
- Power requirements, cable specifications, wiring diagram
- Is equipment intended to be visible?
- Is equipment difficult to replace?
- Is equipment easily replaceable with identical make and model (replacement value)? In case of replacement: minimum system requirements...
- Missing elements which are required
- Ersatzteile

Equipment for Presentation
(not considered as permanent part of the work)

Description of equipment/material required to exhibit the work but not considered as permanent part of the work (e.g. spares and consumables, fruits, cables, lamps, plinths, timer...)

Type of material/equipment + number of items, description, make, model, supplier

- Building material (walls, false ceilings, special paints etc.)
- other (fruits, plants...)
- Furniture, equipment cupboard, plinths, benches, barriers, special signage etc.
- Playback equipment (Hardware, Minimum/preferred system requirements)
- Monitor specifications (type, quality, measurements, Frequenz 50 Hz, 100 Hz minimum/preferred system requirements)
- Projector specifications (lighting requirements, minimum/preferred system requirements)
- Audio equipment (qualification speakers, format, minimum/preferred system requirements)
- Screens, filters, spots
- elektrisches Zubehör (Verteilersteckdosen, extensions Antennenkabel...)
- Cable specifications (wiring diagram)
- Backup equipment

- Is equipment intended to be visible?
- Does the equipment include elements that are mandatory for the adequate representation of the work? Which?
- Is equipment difficult to replace?
- Is equipment easily replaceable with identical make and model? (Replacement value, Intention of Artist?)
- Approximate cost at date last checked if available or whether obsolete

Installation instructions

- Reference to instructions of the artist / manufacturer/artists proof / manual see under Storage/Handling/Installation
 - Where possible ask the artist to sign off the installation instructions and include a statement about what is more important to pay attention to in the installation.
- If an interview has been conducted insert any relevant extracts.

Operational notes

- Operation manual, Remote Control,
 - Presentation in Loop, Play Fade In, Fade Out
 - Duration – if looped indicate duration of black on loop
- If more than one channel indicate whether synchronised
- For films indicate: if shown on a loop/type of stock used/presence of coating
- For video discs indicate: frame accurate searching enabled/authored commands/structure of disc (titles, chapters)
 - Aufprojektion, Rückprojektion
 - Sound/light levels,
 - Colour, Contrast etc.

Power requirements

- 240 Volt/110 Volt?
- Power conditioning required
- Approximate rating in amps
- Cable specifications (wiring diagram)
- Number of constant power supplies (in equipment room/in the space), Number of sockets
- Number of supplies which will be switched off nightly from central switch (in the equipment room/in the space)
- Light in equipment cupboard

Switch on and off procedures, sequence of operation

- timer, Bewegungsmelder, Handbetrieb...
- Laufzeit, Sperrzeit

Synchronisation details (if applicable)

- In case of multiple monitors or projectors: is synchronisation equipment necessary?
- Time code reference
- Special authoring requirements
- System used
- Degree of accuracy

For loans: Indicate which elements are lent with the work (if any) and which elements need to be supplied by the borrower.

Provide specifications of equipment to be supplied by the borrower.

Health and safety details

- Signs (emergency exit et al.)
- Barriers
- Sicherung (FI-Schutz integriert etc.)
- Are any of the components potentially dangerous to the installation crew?
- Are any components potentially dangerous to the public? (consider light levels/entrance and exit arrangements, sound levels etc)
- Has a risk assessment been completed?

References

Reference to further documents (interviews, installation instructions et al.)

Contributors:

media matters, VDR Working Group Dok. zeitgenöss. Kunst, Foundation for Cons. of Cont. Art, NL et al.

