

TITLE:
ARTIST:
OWNER:
REF:

DESCRIPTION:
With any photographs, plans or statement

FORMAT DETAILS:
Media format inc. stock if film
Colour/b/w
NTSC/PAL/SECAM
Duration
Sound – silent/stereo/mono/Dolby 5.1 etc.

MASTER OR RELATION TO MASTER
Permission to create copies/submaster

PREVIOUS SCREENING/EXHIBITION DETAILS

REPAIR/PRESERVATION HISTORY

PRESERVATION STATUS
Notes about condition and the last time this was checked

INFORMATION ABOUT OTHER COPIES OF THE WORK

EQUIPMENT LIST
List items with manufacture details, with specifications
Are equipment parts considered part of the work?
What are the guidelines for replacement?

SET-UP DETAILS (as appropriate)
For installation, include plan
Entrance and exit positioning
Equipment positioning, including any precise measurements
Size of image
Specifications for the space
Sound set-up and specifications
Lighting requirements

ANY SPECIAL EXHIBITION PROCEDURES

KEY QUALITIES OF THE WORK

How is the intent of the work defined in the set-up?
What technical or structural elements are particularly important?
What can be replaced or altered?

ARTIST'S STATEMENT

MAINTENANCE REQUIREMENTS

Note of possible problems and elements to check

GENERAL NOTES

FORM FILLED IN BY