

Installation Manual Template

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Installation Manual Template

General Information

This manual contains the unpacking, installation, and repacking instructions for the touring exhibition:

This exhibition takes people days to install. The same amount of time should be allocated to the deinstallation period.

Please Note:

- Please wear nitrile gloves during the unpack, installation, and repacking of works.
- Please ensure unpacking occurs on a clean and clear surface, or works are supported off the floor on foam blocks.
- Please ensure all packing materials and packaging is kept in good condition and retained for repacking. If damage to the packaging occurs, please advise the Tour Organiser.
- Please ensure condition checks are completed on the works upon arrival, as they are being installed, and at departure during deinstall.
- If any damage or change has occurred to an artwork or object while it has been under your care, or if there has been an incident where future damage or change could be a potential result, please refer to the tour incident report.

Installation Manual Template



Exhibition includes:

Host Venue to supply:

Contacts

Tour Organiser:

Contact Name:	
Organisation:	
Address:	
Phone:	
Email:	

Host Venue #1:

Contact Name:	
Organisation:	
Address:	
Phone:	
Email:	

Host Venue #2:

Contact Name:	
Organisation:	
Address:	
Phone:	
Email:	

Host Venue #3:

Contact Name:	
Organisation:	
Address:	
Phone:	
Email:	

Freight Agency:

Contact Name:	
Organisation:	
Phone:	
Email:	

Artwork/Installation Overview

#	Artwork/Object Details (Artist, Title, Year, Medium, Dimensions, Insurance value)	Basic Display Options (e.g.: 2-point hang, on a plinth, 2-channel video, split batten system, suspended in centre of room, wall mounted installation, large projection, etc.)

Crating



#	Description (e.g.: Wooden crate, plastic tub, plastic tube, roadcase with dividers, etc.)	Components and Artists (e.g.: Artist Name 3 x painted canvases, projector, condition docs, etc.)

Artwork/Object Installation Instructions



Artwork/Object details:	
Crate #	
Crate image:	
Unpacking details: (include images if possible)	
Equipment/Fixings required: (include images if possible)	

Step-by-step Installation:

Artwork/Object:	
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Step 1:	
Step 2:	
Step 3:	
Step 4:	
Step 5:	
Step 6:	
Step 7:	
Step 8:	
Step 9:	
Step 10:	

Artwork/Object:	
Curatorial notes: (note any affinities or placements between objects/artworks to note in the installation process. Include images if possible)	
Repacking details: (include images if possible)	
Installation images:	

Appendices

Include any links to media, pages of installation manuals for equipment, instructional guides on assembly for exhibition furniture, detailed care instructions, etc.