

ART Installation Checklist From Beginning To End (By Rafi)

This is my personal checklist for things to keep in mind during designing, building, operation, and if I'm involved, taking the installation down.

This is for installations that may travel, not for permanent installations.

When Designing And Building – (Questions I ask myself over and over during the design and build)

- Is it easy to transport?
- Will it be easy to store?
- Can you safely package it for storage?
- Can it easily be built by someone else with instructions?
- Does it say what you want it to say?
- Can it be built free standing, or is it designed for a particular room size (requires walls and ceiling of the room where it is being installed)?
- Are there any elements that could be potentially dangerous to the participants?
- Is it safe?
- Can you see all fire exits, and is it wheel chair accessible?

During Operation – (These are things I inspect after installation goes up)

- Is the installation easily maintainable?
- Is it easy to clean? Does it need cleaning often?
- What feedback are you getting?
- Are there any repairs that you have needed to do? How do you plan to remedy this?
- Did you achieve what you wanted to achieve with the installation?
- How are people responding to your art?
- Is it still safe and secure?
- Is there anything you would have done differently? How will you plan for future project?

Take Down Of Art Installation

- Is it easy to take down with instructions?
- Are the parts easy to manage and store?
- How many people does it take, and how long?
- What would you have done differently during design and install?
- Is it easy to transport?
- Did it get damaged at all? If so what will you do different?
- Was there any steps in the process that can be avoided next time?
- After stored can you easily access all items?
- Do you have instructions for build and take down?
- How did you feel about this experience?
- Did you charge enough? If not how much would you charge next time?