

EQUIPMENT/SUPPORT REQUEST FORM

College Exhibitions Department

Name: _____

Department: _____

Date: _____

Email (most frequently used): _____

Phone number: _____

THIS FORM IS DUE ONE WEEK BEFORE THE INSTALLATION OF THE EXHIBITION

The purpose of this form is to prepare College Exhibitions to allocate resources fairly and execute installations in the safest and most efficient way possible. A/V equipment used in Corcoran exhibitions is limited to what is available in storage and in the possession of individual departments. In cases of multiple requests, equipment will be distributed to meet as many needs as possible - Gallery 31 shows have priority followed by White Walls and White Halls. Students may need to provide the equipment that the College cannot provide.

1. **Audio Visual Technology:** If you do not have a preferred way of displaying your video and/or audio, College Exhibitions will choose a method that suits the exhibition. Please fill in a desired amount next to the equipment that you intend to borrow.
 - a. ___ **Projectors**
 - b. ___ **Monitors**
 - c. ___ **Mac Minis**
 - d. ___ **Audio Players**
 - e. ___ **Headphones**
 - f. ___ **Speakers**

ALL digital, video, or audio presentations that are intended to repeat must be formatted or looped for continuous play; typically we play looped media in QuickTime on Mac Minis. Please test your piece on a Mac in Quicktime. If your piece cannot be shown in this configuration you will be responsible for any special consideration. In cases of elaborate A/V installations, the artist may be required to come to the gallery to assist with daily start up/shut down procedures. If your piece needs any special considerations please note them below.

2. Pedestals/Vitrines

Please take a copy of our pedestal and vitrine inventory from the College Exhibitions "Gallery Information" bin. Attach the inventory with pedestals/vitrines you would like us to reserve for you.

3. Special Hardware/Fabrication/Installation

If you answer YES to ANY of the following questions, please set up a meeting with Joseph Hale ASAP to discuss further.

- Are you doing an installation? YES NO
- Will you be changing the colors of the walls? YES NO
- Will you be writing or marking directly on the walls? YES NO
- Are you building any structures in the space? YES NO
- Are you using:
 - Organic materials (piles of dirt, a bale of hay, etc.)? YES NO
 - Liquids? YES NO
 - Sound elements that are not on headphones? YES NO
- Do you require a shelf/shelves? Size (LxWxH): _____ YES NO
- Are you doing a performance? YES NO
- Will you be requiring the elevator to deliver your work? YES NO
- Will you be hanging art from the ceiling? YES NO
- Will you require electricity? YES NO
- Do you have any other concerns? Note Below.
