

<b>Activation Report</b>		
Artist:		Title:
Acc. No:		Year:
CONTEXT OF ACTIVATION		
At Tate <input type="checkbox"/>		Name of Exhibition:
<i>Where?</i>		
Loan <input type="checkbox"/>		
<i>Borrowing Institution:</i>		No. Times performed:
Date(s) of activation:		
Did Tate place any conditions on the activation of this work? Yes <input type="checkbox"/> No <input type="checkbox"/>		
<i>If yes, please describe why, and who instigated those conditions. If a loan please specify if there were any conditions for lending the artwork</i>		
Did the artist place any conditions on the activation of this work? Yes <input type="checkbox"/> No <input type="checkbox"/>		
<i>If yes, please describe why, and who instigated those conditions. If a loan please specify if there were any conditions for lending the artwork</i>		
What impact did any of these conditions have on the activation of the work?		
Was any visual documentation created? Yes <input type="checkbox"/> No <input type="checkbox"/>		
<i>If yes, please describe the type of documentation, who created it, if it was shared with Tate (in case of loans-out), and what type of additional documentation has/had to be produced in order to complete this activation report. If no, please detail if there were any documentation restrictions placed on this activation, either by the artist, by Tate or by the host institution, or the reasons behind the absence of this documentation. If no documentation was shared with Tate (in case of loan-out) alert the Loans-out Registrars.</i>		
Report made through:		Report made (author, date):
<i>Direct observation, documentation analysis, etc.</i>		
IMAGE OF WORK IN ITS ACTIVATED STATE		
<i>Representative Image as installed (taken by tech)</i>		
DECISION-MAKERS		
Curatorial	Conservation	Art Handling
Artist/ Artist representation	Registration	External Contractors
Performers	Others	
	<i>Please, specify</i>	
INFLUENCE OF DECISION-MAKERS IN THE ARTWORK'S ACTIVATION		
<i>e.g. How did the artist influence this activation?, what was the influence of performers?, who chooses which space is used, and how? Who was involved in selecting the performers?, What questions did this activation raise which need/ed to be answered by the artist?, etc.</i>		

## Time-based Media Conservation

<b>EVALUATION</b> <i>(please, add sources and dates as much as possible)</i>	
Were there any deviations from the artwork's <i>constant</i> elements? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>If yes, please describe why, who instigated those deviations, and who approved it (if necessary include images)</i> e.g. Did this fulfil either the minimum or maximum durational requirements of the artwork? If it did not, who instigated that change (performers, during the performance, or was it predetermined and by whom?), and who approved that change (some decision-makers from curatorial/conservation; in case of another venue, were those changes discussed with Tate)?	
How did the artwork adapt to the space? <i>Please provide as many details as possible (if necessary include images). Did the work have to be presented in an alternative space at any point during the installation period?</i>	
Were there any unforeseen technical difficulties encountered during the activation? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>If yes, please describe the issues and how can they be avoided in the future.</i>	
Were there any elements became more <i>constant</i> or more <i>in flux</i> with this activation? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>If yes, please describe those in detail and indicate if changes should be done to the Performance Specification</i>	
Were there unsolved issues or suggestions for future improvements? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>If yes, please describe the issues and suggestions in detail. E.g. What questions did the activation raise which were answered internally?</i>	
<b>ACTIVATION DETAILS</b>	
<i>Provide details that include (by are not restricted to) the answer to the following questions. This section should provide a narrative of events and not a typical question-answer format.</i>	
Space	Dedicated <input type="checkbox"/> Open gallery <input type="checkbox"/>
<i>Include as many details as possible: existence of fake walls, entrance exit, wall surface and flooring, light insulation, sound level when relevant, etc. Include any deviations from drawing created before installing.</i>	
<ol style="list-style-type: none"> <li><i>In which space was the work presented? Why was it selected?</i></li> <li><i>Has the work ever been presented in a different space in the same host institution?</i></li> <li><i>What other works the performance shared the space with, and what are the implications of these?</i></li> </ol>	
<b>Time/Duration</b>	
<ol style="list-style-type: none"> <li><i>What was the duration of the installation period of this work?</i></li> <li><i>How many times was the work activated in this installation period?</i></li> <li><i>How long was a single activation? If an average can be given, it should be – otherwise a range or at least the recorded time of a single activation should be given.</i></li> <li><i>Was the duration impacted in any way by the opening and closing times of the host institution?</i></li> <li><i>How were the performance's beginning and end announced?</i></li> </ol>	
<b>Physical Components</b>	
<ol style="list-style-type: none"> <li><i>Were any objects or physical elements of the work used in the performance? (please specify if loaned by Tate in case of a loan-out)</i></li> <li><i>Did any objects have to be created by the institution to facilitate the activation of the work?</i></li> <li><i>If so, what happened to the objects after the activation period?</i></li> <li><i>What object-based costs were incurred?</i></li> <li><i>Were any of the objects involved destroyed or damaged during the activation period?</i></li> </ol>	
<b>Performers</b>	
<ol style="list-style-type: none"> <li><i>How were performers for this work selected? What criteria was applied? How many performers were selected?</i></li> <li><i>Were all the performers involved with every activation, or was there a rotation?</i></li> <li><i>Had any of the performers participated in an activation of the work before?</i></li> </ol>	
<b>Audience/Viewers</b>	
<ol style="list-style-type: none"> <li><i>Were there any restrictions placed on the audience who could view this work?</i></li> <li><i>Was any demographic shift in the institution's audience noted during the period of installation and activation?</i></li> <li><i>Were there any notable changes to the number of visitors during the activation period?</i></li> <li><i>Did the audience behave in any unexpected ways? Why do you believe this was?</i></li> <li><i>How did the audience engage with or interact with the performance?</i></li> <li><i>What information was provided for the audience prior to or during the activations?</i></li> </ol>	
<b>Are there any other points you would like to record about the activation of this work?</b>	