

## PRE-PRODUCTION OF THE ARTWORK

### INTENTION ●●

Meeting with the artist  
Presentation of ideas and justification<sup>01</sup>  
Alignement with the institution curatorial vectors<sup>02</sup>  
Confirming intent  
Pre-assessment of project scale: ambition, size, space, budget, duration<sup>03</sup>

### PROJECT ASSESSMENT ●●●

Sketches of the idea<sup>04</sup>  
Needed experts, institutions, materials technologies, working space, ...<sup>05</sup>  
Artist's skills contribution  
Expert's skills contribution  
Producer's contribution<sup>06</sup>

### PREPARATION AND PLANNING

Definition of the relationships between artist, curator & producer (experts)  
● Artist: artistic consistency, self-committment, self-initiative, transparency, managing collaborators, list of materials and equipment  
● Curator: following project development, conceptual consistency, project execution assessment  
● Producer: Gantt chart overview & coordination, space coordination, budget overview, project logistics, documenting for reporting  
Outsourcing and third parties  
Defining working space and team work pace  
Defining project execution schedule and designing the Gantt chart

### CONTRACT ●●

Standard contract paragraphs  
Ownership: material & moral  
Relationship with external experts  
Co-autorship if applicable (annex)  
Coproduction details (if needed)  
Structured budget (fees, production, ...)  
Selling of artwork conditions and payment sharing

### RESEARCH AND DEVELOPMENT

Selection of experts ●●●  
Contacting the research and tech institutions ●●  
Selection of the materials and equipment ●  
Defining project working environment ●●  
Artist / producer week meetings ●●  
Structured budget (fees, production, ...)  
Coordinated meetings of project stakeholders ●●●  
Reviewing R&D results ●●●

### PROJECT EXECUTION PLAN: ●●●

Scale of the project related to budget  
Assessment relating the Gantt chart  
- re-assessment of experts  
- final sketch/plan of the artwork & gallery setup  
- foto/video documentation

### BUILDING UP THE ARTWORK ●●

Production of individual parts  
Assembling it at the venue

### COMMUNICATION PLAN ●●

Target group channels  
Short & long description of the project  
Inspiring image/video material  
Developing critical discourse (blogs, podcasts, social, ...)  
Precise communication plan corresponding Gantt chart

## PRODUCTION

## POST-PRODUCTION

### EXHIBITION RIDER ●●

Required artwork space  
Necessary equipment  
Setup assistance  
Setup design

### PROJECT TOURING ●●

Artwork photo/video doc.  
Crates for transport  
Rider tech + traveling  
Artist fee plan

### CAREER DEVELOPMENT ●●●

Potentials of the project/artist  
Strategic plan for the future  
Access to the Kersnikova network

### EVALUATION ●●●

Expectations  
Challenges in the process  
Level of main idea execution  
Possible upgrades/development

Gantt Chart

