

Example checklist (Dali 1970)

	Category	Source	
	1. Identification number	Notation as in library or archive	
<b>A. Title</b>	2. Title	Catalogue, exhibition leaflet, invitation card or other archival source	Dalí
	3. Subtitle	Idem.	none
<b>B. Basic information</b>	5.1. Date (start-end) 5.2. Other locations and dates	Data as published in catalogue, press release, accompanying material; compare with data in archive	
	6. Opening	Invitation or other archival source (including date, speakers, activities, events, photographs)	Invitation: yes (including correspondence of the director with the artist [Stadsarchief]) Photos: yes
	7. Initial concept	Archival material including correspondence, minutes, interviews with curators	Stadsarchief: correspondence with lenders BvB: Hammacher's reminiscence (from 2005); ArtTube film with Hammacher from 2010 (Hans Wessels)
<b>C. Description</b>	8. Short description of exhibition (250 words)	On the basis of press release, exhibition leaflet, photographs of installation	<i>Dalí</i> was the first large-scale European retrospective exhibition of the artist and included 88 paintings, as well as watercolours and other works from mainly the Surrealist period, defined as 1929-40.
	9. Typology: monographic, group exhibition, retrospective, thematic, multidisciplinary, participatory, discursive (or a combination)	See 8. If necessary, give a brief motivation for the typological identification	Monographic
<b>D. Staff</b>	10. Curator(s)	Catalogue, press release or other archival source	Renilde Hammacher, chief curator of modern and contemporary (1962-78)

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	11.Collaborators, scientific committee, advisors (internal and external)	Idem	Liesbeth Brandt Corstius, curator of modern and contemporary art; J.C. Ebbinge Wubben, director
	12.Exhibition design, graphic design	Invitation, catalogue, flyer, poster, archive	Exh. design: Dirc Elffers
<b>E. Development of concept</b>	13.Working title(s)	Archive, minutes, correspondence	
	14.Content: conceptualization (phases, variants)	Archive, minutes, interviews with curator(s)	Some correspondence related to the first phase of the show between Wubben and Dali; some correspondence on the problems with the organization; and retrospective view provided by Hammacher's reminiscences and an article in the VaraGids from 2017
	15.Loan requests, artist commissions	Correspondence with lenders and/or participating artists	Yes: Stadsarchief
	16.Installation (exhibition design: from first draft to definitive installation)	Sketches, final design, models, interviews	Request to designer, but no further documentation
	17.Marketing plan	Drafts, final plan	No, but several documents related to publicity campaign by both the museum and others outside the museum; outreach to the press
	18. Education and communication	Idem	
<b>F. Location</b>	19.Location in museum building (including total square metres and/or number of galleries)	Floor plan, exhibition leaflet NB: Numbering of galleries might have changed in the course of time, use historical floor plan where relevant	
	20.Short description of routing	Exhibition leaflet, floor plan, reviews	

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	21.Floor plan		
<b>G. Realized content</b>	22.List of works	Catalogue, exhibition lists, loan forms, insurance, etc.	Yes
	23.List of exhibitors	Idem	
	24.List of lenders	Idem	Yes, as well as insurance and loan forms
	26.Artist's commissions	Archive, correspondence, interviews	
	27.Labels, wall texts, exhibition leaflet		
	28.Audiovisuals	Archive	
<b>H. Visual documentation</b>	29.Installation photographs	Archives, photographers' archives, design studio  NB: Identify, where possible, both the galleries and the objects shown	Yes. Photos were also apparently made for Dali's own archive
	30.Moving images	Audiovisual archive (internal and external)	Polygoon Journaal
	31.Scale model of installation	Archive, designers' archives	
<b>I. Finances</b>	32.Budget	Archive, financial accounting, correspondence	Yes (material for the installation, catalogue, transportation)
	33.Sponsorship, patrons	Idem	

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<b>J. Visitors</b>	34.Number of (paying) visitors		
	35.Audience research	Internal evaluation	
<b>K. Educational programing</b>	36.Educational programming: texts, activities, etc.	Archive, archives of education department	
	37.Staff	List staff members	
<b>L. Event programming</b>	38.Programme of events organized for the exhibition: films, performances, lectures, symposium, etc.	Archive, archives of public programming department; links to internet, audio-visual recording of symposiums	
	39. Unprogrammed events, contra-events	Press releases, other sources (internet)	
<b>M. Publications</b>	40a. Scholarly catalogue, table of contents, authors 40b. Publication for broader audience	Museum library	Yes: traditional catalogue with entries in French and Dutch. Illustrated with the works, but also with photos of the artist. Includes some of Dali's own writings
	41.Blogs	Internet (include URL)	
<b>N. Archiving</b>	42.Reviews	Archive, archives of press department	Yes
	43.Paper archive of the exhibition	Museum archive and other locations: location, identification numbers, number of boxes, short description	
	44.Audiovisual archive	Idem	

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O. Promotional material	45. Promotional material: poster, flyers, TV and radio advertisements, etc.	Archive, external sources	Yes
	46. Author(s), date(s)		