

CHEAT SHEET: HOW TO START AN ARCHIVE

1. Collate your data using an application like Microsoft Excel.
2. Collect the important data (title, date, medium, dimensions, edition, price, location, status, exhibition/performance history, publication history, recording date, collection, collaborators, bibliography)
3. Create the time or find help.
4. Collect and resize images and upload time-based work to SoundCloud or YouTube.
5. Find a database that suits your needs and budget
6. Import your data into the new database