

# Archival Consultation Agreement

(initial set-up)

**Purpose:** Wichern Arts Services LLC will evaluate and recommend archival procedures and Inventory existing materials for the (Company Name). Advise and Establish final location of the archive. Establish procedures in accordance with the proposed repository's guidelines. Train company employees to maintain their archive.

**Work Place:**

- Start Date:
- Proposed Completion Date:
- Proposed Work Schedule:
- Personnel:

**Scope of Work:** Interview, Locate, Sort, Label, Number all existing archival items. Establish an organizational procedure for maintaining the archive going forward. Creation of a Master Computerized Data Document for:

Programs - (date - current)

Videotapes and Films - (date - current)

Sound Tapes and Scores - (date - current)

Photo Prints and Contact Sheets - (date - current)

Reviews, Articles and Publicity - (date - current)

Flyers and Posters - (date - current)

Touring Files - (date - current)

NYC Season Files - (date - current)

Production Materials - (date - current)

Choreographic and Theatrical Notes - (date - current)

Journals, Writings - (date - current)

Education and Teaching Files - (date - current)

Correspondence - (date - current)

Miscellaneous - (date - current)

Creation of: Chronology of Works, and Master Dancer/Collaborator List

Estimate Time: hours to complete, weeks, hours per week, personnel.

Estimate Cost: \$.

Plus supplies: archival boxes, markers, tape, sleeves, various labels, etc.

Payment Schedule:

Payable monthly by check upon presentation of W-9 Form.

Estimate does NOT include:

- Scanning of any materials