



Recording performance advice sheet: Documenting your collection

1. What is documenting?

Documenting is creating a written record about each of your performance recordings. The information should provide a basic background on the recording and all legal/copyright records of your rights over the material. There can also be ancillary material such as photographs, reviews, interviews with cast or the production team, etc. providing further context. It goes without saying that you should also add title and credit captions to the recording itself during the editing process.

2. Why you should document

“Jack performing in Wales - March” may mean something to you but imagine that someone else is trying to understand your notes years later and can no longer contact you. Clear documentation means that if your collection passes elsewhere there is a good chance of others understanding its cultural context and legal status.

Without adequate documentation your collection will be of far less value to performers or cultural historians. If legal title is unclear, public collections may refuse to preserve it.

3. What should you record

Documentation can be as detailed as you like but the minimum should cover the following areas. Try and be consistent and record the same things about each of your recordings. The tape itself should be marked with basic identification, such as:

Project: Circus in South West England, 2008
Production: Salcombe Circus
Ref. No: J. Smith Collection Recording No. 10

In a separate file, a record sheet for each recording should additionally provide the following information:

- | | |
|-------------------------------|--|
| A. The recording team | |
| • Producer | John Smith |
| • Camera | John Smith |
| • Sound | Claire Smith |
| • Address | 100 Radio Road, Plymouth |
| • Tel. | 01752 000 000 |
| • Web | Johnsmith@waitrose.com |
| B. The performance recorded | |
| • Who | Salcombe Circus company |
| • Where | Bideford Theatre |
| • When | Evening performance 17 th March 2008 |
| • Duration | 2hrs 15 mins (excluding interval) |
| • Key individuals | See listing in programme – File 10/2 |
| C. Technical | |
| • Camera | How many, positions, type |
| • Sound | Direct feed from sound desk, location of mics |
| • Lighting | As circus no need to document as cannot change |
| • Tapes | How many, from which cameras, type of shot (wide shot, etc.) |
| D. Permissions and copyrights | |
| • Venue | Yes (File 10/1) |
| • Writer (or estate) | Does not apply |

- | | |
|--------------|-----------------|
| • Director | Yes (File 10/1) |
| • Performers | Yes (File 10/1) |
| • Designer | Yes (File 10/1) |
| • Other | No |

E. Preservation

- | | |
|-----------|---|
| • Masters | Stored at 150 Old Street, Plymouth |
| • Copy | DVD deposited 18th July 2008 in Devon Record Office (Ref. 2008-271). Documentation in File 10/2 |

F. Other Information

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|-------------|--|
| • Programme | See File 10/2 |
| • Review | from <i>North Devon Times</i> 22 nd March 2008, File 10/2 |
| • Poster | Photograph, File 10/2 |
| • Other | Photographs of clowns in The George Pub after show |