

Artist's Legacy Toolkit

Types of Archival Materials

Suggested Content Categories for Organizing Dance Documentation

Creative Process

Research & source materials
Choreography notes,
diagrams, & scores
Rehearsal footage
Music
Costume, set, & lighting
designs

Performance

Videos
Programs
Reviews
Articles/press materials
Audience surveys
& comments

Production

Stage manager files,
notebooks, &
performance logs
Purchase, rental, &
venue agreements
Specialist contracts
Tour arrangements

Marketing

Photographs
Posters
Artist, staff, & mgmt
biographies
Press & promotional
materials

Education/Outreach

Programs & schedules
Evaluations
Video recordings of
workshops, events
Teacher biographies
Class/workshop descriptions

Business Admin

Personnel/HR
Artist, presentation, facility,
equipment, &
licensing contracts
Financial statements
Board/Trustee records
Business Plans

Artifacts

Costumes and props
(no longer in use)
Awards
Memorabilia
Misc 3-D objects