



Condition Report

This condition report tracks the condition of "A Reason to Remember" throughout its tour. Host sites are responsible for conducting a thorough condition assessment of the exhibit two times – upon unpacking and repacking.

After completing this form:

- Fax a copy to Hatikvah Holocaust Education Center (fax: 413.734.0919) no later than 48 hours after unpacking/repacking the exhibit.
- Add a copy to the Condition Report binder included with the exhibit materials.

Host Information

Unpacking_____ Repacking_____

Name of Institution_____

Telephone_____ Fax_____

Name (Authorized Party)_____ Title_____

Signature_____ Date:_____

General Information

Date exhibit crates arrived/departed:_____

Date exhibit unpacked/repacked: _____

Did the exhibit arrive when expected? Yes____ No____

If no, was it early or late and by how many days? Early_____ Late_____

Number of crates received/sent? _____

If not 5 crates, immediately call 413.734.7700 or e-mail director@hatikvah-center.org.

How long did it take to install/uninstall this exhibit? _____

How many people were involved? _____

The Hatikvah Center appreciates any additional comments you may have, such as problems you encountered or suggestions to improve the installing or uninstalling at future sites:

Detailed Information

Please fill in the detailed condition information on the following page for each exhibit item. If condition is not excellent, please explain the damage.

In case of significant damage or missing items please call the Center immediately at 413.734.7700. In the case of damaged items, you will also need to take a photograph, label it with item name and number (if appropriate), and send a copy with this condition report.

Damage need not be significant in order to be noted below. Examples of damage might be: frayed edge or tear of a panel, stain or marking on a panel, a broken lamp, or dented crate.

Crate 1		
Exhibit Item	Excellent condition?	If not excellent, please explain:
Crate 1	Yes___ No___	
Panel 1, Section 1, Introduction	Yes___ No___	
Panel 2, Section 1, Hochster Family	Yes___ No___	
Panel 3, Section 1, Nathan Family	Yes___ No___	
Panel 4, Section 1, Bergenstein Family	Yes___ No___	
Panel 5, Section 1, Roth Family	Yes___ No___	
Light fixtures w/bulbs (6)	Yes___ No___	
Plastic container (for bulbs, DVD, and Teacher's Guide)	Yes___ No___	
Extra light bulbs	# bulbs ____	
DVD	Yes___ No___	
Teacher's Guide	Yes___ No___	
Power strip (1)	Yes___ No___	
Extension cords (2)	Yes___ No___	
Crate 2		
Exhibit Item	Excellent condition?	If not excellent, please explain:
Crate 2	Yes___ No___	
Panel 6, Section 1, Stern Family	Yes___ No___	

Panel 7, Section 1, Ledge Items	Yes___ No___	
Panel 8, Section 2, Racist Universe	Yes___ No___	
Panel 9, Section 2, Segregated	Yes___ No___	
Panel 10, Section 3, Kristallnacht	Yes___ No___	
Light fixtures w/bulbs (6)	Yes___ No___	
Power strips (2)	Yes___ No___	
Extension cords (2)	Yes___ No___	
Crate 3		
Exhibit Item	Excellent condition?	If not excellent, please explain:
Crate 3	Yes___ No___	
Panel 11, Section 3, Buchenwald	Yes___ No___	
Panel 12, Section 3, Jewish Men	Yes___ No___	
Panel 13, Section 4, Steps to State	Yes___ No___	
Panel 14, Section 4, Branded	Yes___ No___	
Panel 15, Section 4, Isolated	Yes___ No___	
Light fixtures w/bulbs (5)	Yes___ No___	
Power strips (2)	Yes___ No___	
Extension cords (2)	Yes___ No___	
Crate 4		
Exhibit Item	Excellent condition?	If not excellent, please explain:
Crate 4	Yes___ No___	
Panel 16, Section 4, Prohibited	Yes___ No___	
Panel 17, Section 4, Stripped	Yes___ No___	

Panel 18, Section 5, Hochster Fate	Yes___ No___	
Panel 19, Section 5, Nathan Fate	Yes___ No___	
Panel 20, Section 5, Bergenstein Fate	Yes___ No___	
Panel 21, Section 5, Roth Fate	Yes___ No___	
Light fixtures w/bulbs (5)	Yes___ No___	
Power strip (1)	Yes___ No___	
Extension cords (2)	Yes___ No___	
Crate 5		
Exhibit Item	Excellent condition?	If not excellent, please explain:
Crate 5	Yes___ No___	
Panel 22, Section 5, Stern Fate	Yes___ No___	
Panel 23, Section 5, Ledge Items	Yes___ No___	
Panel 24, Section 6, Judenrein	Yes___ No___	
Pane 25, Section 6, Perished	Yes___ No___	
Panel 26, Section 7, Final Solution	Yes___ No___	
Panel 27, Section 7, WhyRemember	Yes___ No___	
Light fixtures w/bulbs (5)	Yes___ No___	
Power strips (2)	Yes___ No___	
Extension cord (1)	Yes___ No___	
Heavy Red Tape	# of rolls _____	