## MERLOT AUDIO/VIDEO RECORDING RELEASE FORM

I grant permission to MERLOT, its employees and agents, to tape and use audio/video images of me. Audio/video images (A/V) are any type of recording, including but not limited to photographs, digital images, drawings, renderings, voices, sounds, video recordings, audio clips, or accompanying written descriptions.

MERLOT will not materially alter the original A/V. I agree that MERLOT owns the A/V and all rights related to the A/V. The A/V may be used in any manner or media (e.g., university-sponsored web sites, publications, promotions, broadcasts, webcasts, advertisements, posters, and theater slides, as well as for non-university uses) without notifying me. I waive any right to inspect or approve the finished images or any printed or electronic matter that may be used with them, or to be compensated for them.

I am at least 18 years of age and competent to sign this release. I have read this release before signing. I understand its contents, meaning, and impact, and I freely accept the terms.

Signature	Date
Print Name	
Email Address	
Phone	

## MERLOT AUDIO/VIDEO REQUEST FORM

Please email the following information to webmaster@merlot.org.

- 1. The event name, session name, dates, times, and location for which the request is being made.
- 2. The name and a description of the group/individual/organization making the request.
- 3. Contact information for the requestor (email and phone).
- 4. The purpose of the request.
- 5. Intended use of the final recording.
- 6. A description of the actual recording facility/equipment that will be used.
- 7. A list of all participants in the session and a copy of the MERLOT Audio/Video Recording Release Form signed by each participant.
- 8. Indication in your request that you agree to comply with all conditions of the MERLOT Event Audio/Video Recording Policy.