

MARAUDER LAND PRODUCTION VIDEOGRAPHY SERVICES VIDEO, MUSIC AND PHOTO REQUEST FORM

E-MAIL LICENSE REQUEST FOR USE OF VIDEOS, MUSIC AND PHOTOS INSTRUCTIONS:

1. Please fill in the blanks below along with printing and signing your name and today's date.
2. Once you completed filling out this form, e-mail it to the person who originally owns the photograph, music, or video you would like to use.
3. Have the owner read this form, print and sign their name along with today's date, and email it you back with the word "ACCEPT" typed in the message body (look at the directions below).
4. Save this form (PDF format is highly preferred but if you're unable to do this, please use Microsoft Word) and the email reply from the rightful owner and email a copy of these to Stanley Jefferson at sjefferson@centralstate.edu.

If you have any questions regarding this form, please contact me by email, my office phone at 937-376-6666, or visit me at my office in the Mass Communications Center in Room 105.

Dear _____,

We would like to use the PHOTO, MUSIC and/or VIDEO of _____

that you emailed us and/or gave us permission to use whether it's posted on social media, website or any place else. To allow us to use the [PHOTO, MUSIC and/or VIDEO] you submitted, please reply to this message with the word "ACCEPT" in the message body.

By replying to this message and including the word "ACCEPT" in the message body, you certify that you are the sole owner of the Work being submitted, that no other approval is required, and that you have the full right, without restriction, to license the Work.

You grant permission to have Central State University, its licensees, and assign Central State University, a world-wide, payment and royalty free, perpetual, irrevocable, non-exclusive and all media license to use the Work.

You expressly release Central State University from any and all claims arising out of the use of the Work. You also agree to waive any equitable remedies against Central State University for its use of the Work. You also confirm that you are over the age of 18.

Sincerely,

Print your name here

Signature

Date

(Owner Only) Print your name here

(Owner Only) Signature

(Owner Only) Date