

# Video Release Form (Non-Fee)

Video Ref:



Queen Mary  
University of London

This form gives consent for Queen Mary University of London to use the video/s of the person(s) named below for informational and/or publicity purposes as stated. It should be signed by the person(s) concerned or by an authorised Carer or Guardian on their behalf before the video is made.

Full Name

Address and Contact Details	
Telephone No.	E-mail Address

Details and purpose of the video recorded:	
Date of recording:	Venue/Location:

QMUL Contact	
Note that a contact point within QM is required for any video recording that will be uploaded to QMplus Media. For example, in the case of a non-QMUL member, the organiser of the video is the QM contact. In some events, these may be the same person.	
Name of QM contact:	Email address of QM contact:

Purposes for which permission is requested		
To make publically available works including (but not limited to) electronic files, screenshots on leaflets/posters, display units, corporate plans and other ways (digital and physical media) as seen fit by Queen Mary University of London. <b>The use will remain non-commercial and the QMUL retains full ownership rights over the recordings.</b>	<input type="checkbox"/>	
Available to all registered QMUL staff and students as seen fit by Queen Mary University of London.	<input type="checkbox"/>	
Only to be used on the agreed project or a particular QMplus course:	<input type="checkbox"/>	
<b>Name of Project:</b>		
No edited versions or abridgements may be released without the written approval of the Presenter. If you wish to retain this right, tick the YES box.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you are happy to assign editing rights to QMUL (e.g. for basic functions highlights for promotional materials, editing to improve the quality of a recording, etc.), tick the NO box.		
Video content can be live-streamed through the following channels (select as appropriate):		
• Online subscription channels (e.g. QMUL's YouTube channel)	<input type="checkbox"/>	<input type="checkbox"/>
• By email invitation	<input type="checkbox"/>	<input type="checkbox"/>
• Via QMplus	<input type="checkbox"/>	<input type="checkbox"/>

**Notes**

- Creation of any DVD or sale of any product or licensing for any commercial distribution is subject to the Presenter's separate written approval.

Authorisation	If a Carer or Guardian
I give permission for the video/s to be used in future (based on the permissions granted above) by Queen Mary University of London publication/s and publicity materials	If the signatory is not the person pictured please complete the following details:
Signed	Full Name (printed):
Date	Relationship to subject:

**(for office use only)**

Original Purpose of Photo-shoot
Job:
Staff Contact(s):

References
Digital/Contact Print Number (if any):

Completed By
Name:

(If an external videographer is hired)

Name:

Company:

I understand the terms and conditions of the Queen Mary University of London release system and understand a fee will not be payable for any material that does not have completed forms where applicable.

Videographer's Signature: \_\_\_\_\_

Project Commissioned by: \_\_\_\_\_ Department: \_\_\_\_\_