

RELEASE FOR PUBLICATION

VIDEO, AUDIO, FILM, PHOTO, WRITTEN



OVERVIEW

In an effort to maintain the security and integrity of the Wood County Historical Society's collections, exhibits, and mission, and the property known as the Wood County Museum, any person, business, or organization wishing to photograph, film, record, or reproduce any aspect of the Site, Museum or Society, must agree to the following guidelines and stipulations:

- 1) The purpose is educational and/or artistic in nature.
- 2) The project will not misrepresent, parody, or otherwise insult or demean the Wood County Historical Society, its facilities, or collections.
- 3) Credit or recognition to the *Wood County Historical Society* is expected for use of the collections, building, or site.
- 4) The grounds are a public park open to the public during posted hours. For use inside the museum or any buildings on the site, hours are restricted and permission must be obtained from a Museum or Society staff person in conjunction with the completion of this form.
- 5) Any work involving Society collections must be authorized by Museum or Society staff and restrictions may be imposed to protect and preserve the integrity of any object.
- 6) If the work is intended for distribution or sale for profit, authorization must come from the Wood County Historical Society Board of Trustees. Submit a letter of request and this completed application to the Museum Director at least 30 days prior to the request date. Authorization of profit-making ventures may result in royalties or residuals to be paid to the Wood County Historical Society unless otherwise stated.
- 7) Museum or Society staff reserve the right to decline any request.

PLEASE COMPLETE & SIGN BOTH SIDES OF THIS FORM

Application Date: _____ Media Access Date(s): _____

Contact Name: _____

Business, Organization, or Class: _____

Current Street Address: _____ Permanent Street Address: _____

Current City, State, Zip: _____ Permanent City, State, Zip: _____

E-mail: _____ Phone: _____

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University: _____ Department/Program: _____

Course Name#: _____ Course Advisor/Instructor: _____

Advisor Phone#: _____ Advisor E-mail: _____

Role with project (ex. Student, Independent film-maker, Director, Author, etc.):

Name of Project (Working Title, Assignment Title): _____

Program Description or Narrative

Provide a brief overview of the project and the content of the piece:

Project goals/objectives and how the Wood County Museum &/or Society will be utilized:

Intended audience: _____

What Next? Once complete, how will the footage be used?

(class project for grade, film festival, media release, publication in book, journal, etc.)

If use of Museum site, list Technology and Equipment (visual, audio, lighting, props, actors, etc):

Budget & Funding Sources:

Release/Completion Date:

I/we hereby agree to comply with the media guidelines and stipulations outlined by the Wood County Historical Society as stated in this document.

Project Representative: _____ Date: _____

Museum/Society Representative: _____ Date: _____