

Constructing a Talent Release Form

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Attached are a few examples of talent release forms we have used in the past for WRPS projects. We have found it easier to construct a form for each occasion, and tailor it to the audience, and the project in question.

A release form that I construct generally includes the following components:

1. A brief paragraph that clearly describes the project in question, and the purpose for doing it.
2. A short paragraph clearly detailing how the program is to be used, who the main audience is, and who the secondary audience might be. If the program is intended to be shown on public access, or any form of television or radio broadcast - please note this in the paragraph, as you have technically lost all control of the material once it is aired. **IT IS IMPORTANT TO MENTION THAT ADMISSION WILL NOT BE CHARGED TO VIEW THE PROGRAM, AND THAT COPIES OF THE PROGRAM WILL NOT BE SOLD FOR PROFIT.** If copies are to be distributed to interested parties, a small fee to cover the cost of the blank tape, disk, or other media - and perhaps postage if the product is to be mailed is usually permissible. If you intend to sell the product ... this form is not for you ... contact an attorney for advice.
3. Include a brief paragraph indicating the physical likeness of the student will not be used in this project without the written consent of the parent or guardian.
4. Authorization to reproduce physical likeness: Develop a sentence or short paragraph indicating that permission is being granted by the parent or guardian, for the child to be recorded for the project in question. The parent or guardian must sign and date the form, and it must be returned to the contact person before the child can be recorded. It is usually best to include on the form, a date by which the release form must be returned to the noted contact person. Without the release form in hand ... recording the child, and assuming the form will be returned at a later date ... is a gamble; if the form is not returned, the recorded material should not be used. In addition, we recommend the contact person file and save these signed, returned permission slips - forever.

For kids who do not have permission there are generally two options I have used:

- A. Have the instructor identify who the child is that does not have a signed, dated permission slip in the possession of the contact person. The child may participate in the activity - but it will be necessary to 'record around' them, making certain their likeness is not included in any material used in the project.
- B. Have the instructor place the child in another group, or in another location, and do not have them participate in event to be recorded.

*Whenever anyone contacts me regarding the construction of a talent release form, I always request a copy of the finalized form for my records. I am always looking for ways to improve the form ... plus, if I believe the submitted form lacks details or needs additional consideration ... I am able to make suggestions before it is distributed to parents.

It is difficult to develop a generic form that will work well for all situations; that is why I prefer to construct each form as needed, including information from the 4 points listed above. As a disclaimer - I'm not comfortable saying this is the definitive, end all talent release form ... but it's simply a 'good faith effort' - an attempt to inform the parents of our intentions.

Listed on the following pages are samples of talent release forms we have used at WRPS in the past:

Example #1

The School District of Wisconsin Rapids in conjunction with the Wisconsin Rapids Education Association will be developing videotape in honor of American Education Week. This video will highlight a few of the many activities that students, teachers and administrators are involved in on a daily basis in our public school system here in Wisconsin Rapids.

The program will air at scheduled times on Public Access Channel 4 during the week of November 17-23, which is American Education Week. The tape might also be shown to civic organizations in the community, or at other school gatherings. Admission will not be charged, and copies of the tape will not be sold.

Students will not be videotaped without the written consent of their parent or guardian. If you are interested in allowing your child to be videotaped for this project, please read and sign the following consent form, and have your child return it to Ms. Tuchscherer by October 18, 2002.

Thank You,

Gil Hamre, Principal
West Junior High

AUTHORIZATION TO REPRODUCE PHYSICAL LIKENESS

I HEREBY GIVE MY PERMISSION FOR MY CHILD _____
NAME OF CHILD
TO PARTICIPATE IN, AND BE VIDEOTAPED FOR A PROGRAM HIGHLIGHTING AMERICAN
EDUCATION WEEK HERE IN WISCONSIN RAPIDS. I UNDERSTAND THE COMPLETED VIDEOTAPE
WILL BE SHOWN ON MARCUS CABLE'S PUBLIC ACCESS CHANNEL 4 IN THE WISCONSIN RAPIDS
AREA DURING THE WEEK OF NOVEMBER 17-23, 2002, AND POSSIBLY AT OTHER CIVIC OR
SCHOOL FUNCTIONS THROUGHOUT THE SCHOOL YEAR.

SIGNATURE OF PARENT OR GUARDIAN

DATE

Example #2

Dear Parent:

Several students at Grant Elementary have been involved in a course to learn the art and science of fly-casting. We would like to videotape many of our student fly-casters demonstrating the techniques they have learned. The videotape would be shown to students at Grant, as well as other elementary buildings in our district, and possibly with civic organizations in the community to promote fly-casting. Admission will not be charged, and copies of the tape will not be sold.

Students will not be videotaped for this project without consent of their parents or guardian. If you are interested in allowing your child to be videotaped for this project, please read and sign the following consent form.

Thanks,

Bob Richards
your title, etc.

Authorization to Reproduce Physical Likeness

I hereby give permission for my child _____,
name
to participate in, and be videotaped for, the fly-casting project at Grant Elementary School. I understand the completed videotape may be shown to students in other elementary schools, and to civic groups in the community.

signature of parent or guardian

date

Example #3

Dear Parents:

Your child is currently enrolled in Reading Recovery, an individualized reading program which was introduced at Rudolph Elementary School in September of 1995. We would like to videotape several of the students participating in this program, and use the tape during a school board presentation on February 12th, 1996. The videotape will be used in explaining the various steps involved in the Reading Recovery Program.

The videotape may also be shown to teachers and administrators in other elementary buildings, and possibly at conferences and seminars to help explain how this highly successful program works. Admission will not be charged, and copies of the tape will not be sold.

Students will not be videotaped for this project without the written consent of their parents or guardian. If you are interested in allowing your child to be videotaped for this project, please read and sign the following consent form.

Thank you,

Your Name
Your Title, etc.

Authorization to Reproduce Physical Likeness

I hereby give permission for my child _____
name
to participate in, and be videotaped for a Reading Recovery videotape to be produced at Rudolph Elementary. I understand the completed videotape may be shown to teachers, school administrators and interested citizens in a variety of locations in, and outside of the community.

signature of parent or guardian

date

Example #4

Teacher Consent Form for Videotaping

I, _____ hereby give my permission to participate in and be videotaped for a "PI-34: A Great Teacher in Every Classroom" videotape to be produced by Wisconsin Rapids Public Schools.

This videotape will be used to inform district teachers about Wisconsin's teacher licensure requirements.

This videotape may also be shown to teachers and administrators in other districts and possibly at conferences and seminars to help explain PI-34 to other educators. Admission will not be charged.

Teacher's signature _____

School _____ Date _____

Example #5

Student Consent Form for Videotaping

The Wisconsin Rapids Public Schools is producing a videotape “PI-34: A Great Teacher in Every Classroom” that will be shown to district teachers for professional development. This videotape will be used to inform district teachers about Wisconsin’s new teacher licensure requirements. This videotape may be shown to teachers and administrators in other school districts and possibly at conferences and seminars to help explain PI-34 to other educators. Admission will not be charged.

Thank you,

Authorization to Reproduce Physical Likeness

I hereby give my permission for my child

_____ to participate in, and be videotaped for, the “PI-34: A Great Teacher in Every Classroom” videotape to be produced by Wisconsin Rapids Public Schools. I understand the completed videotape may be shown to teachers and administrators in other school districts as well as conferences and seminars.

Signature of parent or guardian

date