The following pages are here to show examples of the forms and templates that can be used in the Media Arts contests. All entries must be similar in design to what you see here under each category. These forms (and other acceptable substitutes) may be found on the Internet, in dedicated programs and plug-ins.

The categories are:

- Screenplay, Story, Script Writing Format (6)
- Storyboards Layouts (3)
- Camera Shot Lists (3)
- Overhead Shot Schematic (floor plan) Layout (4)
- Release Forms (7)

*Special thanks to Tinseltown Films, Lowel Lighting, FilmSourcing, Microsoft, Graphisoft and others who contributed the forms and templates for our examples.*
EXAMPLE #1

**FADE IN:**

1. Various shots of ballet dancers in the practice studio dancing.

2. Close-up of eggs in a basket.

3. More dancing shots ending with the close-up of a young girl’s face as she stands in a group.


5. More shots of girls dancing in the practice studio and ending with a close-up of street shoes on the floor. On “transform” a magical glitter sparkles around the street shoes that--

6. Morph into a pair of ballet toe shoes on the floor.


10. Dancing scene.

11. Various shots from Snow Queen Production.


14. Shot from Snow Queen Production.

15. More dancing scenes.

**SFX:** Up tempo music.

**NARRATOR:** Where does it come from?

**NARRATOR:** The dancing interest that fuels the imagination...

**NARRATOR:** And fires the spirit with a passion for excellence.

**NARRATOR:** What’s the inspiration behind the drive and determination that suddenly transforms the ordinary...

**NARRATOR:** Into the extraordinary?

**NARRATOR:** And just what is it that those first few steps...

**NARRATOR:** Spring form into full realization...

**NARRATOR:** And the hopes and dreams of wishful thinking take the shape of purposeful resolutions and focused efforts towards future goals?

**NARRATOR:** We believe it begins with an ardent desire as...

**NARRATOR:** Young people encounter new opportunities, discover their unique giftedness, and experience the self-confidence that comes from achieving peak performance.

**NARRATOR:** And as youthful exuberance...

**NARRATOR:** Combines with the willing dedication and determination to reach one’s best...

**NARRATOR:** Dreams are forged into reality.

**NARRATOR:** And towards that end, Next Generation Dance Company is committed to the mission of helping young people who are striving towards the next level of development.
Abbreviated logo animation plays over various studio audience shots [WS-MS-CU-RS]

Cam matte [WS] sweeps the studio featuring logo, showing Talent-1 & Talent-2.

Post super: [talent names]

Post Video/GFX:

[Run contestant bio profiles over VO]

WS of talent 1 & 2 at game base

[1:00]

TALENT-1: Everybody wins on this show, but the goal for these players is to win enough to advance to the next round.

TALENT-2: We have big cash on the game board, but it’s in the next round where the winning gets really big! Jerry, your winning starts now… let’s see what you can find on the board!

[1:00]

GAME PLAY: SEMI-FINAL GAME ONE, SECOND TURN

• [TALENT-1 & 2 AD LIB SEMI-FINAL GAME 1 – TURN 1, RECAP LEAD & LOW]
Camera cuts to each contestant [MS-MS-MS-MS]

Re-establish to [WS] of Talent-3

LOCAL BREAK #1

2:02 Local break

Post Bumper
R-O-T-W still/video
Country Food Mart
NW South St. in Springfield

[WS] of Talent-1 & 2 at game base

Cut to [M2S] of TALENT-1 & 2

Pull out [WS] to reveal contestants in background

Cut to [MS] of contestant

SCORES

- TOSS TO TALENT-3 AT HOME BASE FOR RECAP
- TALENT-3 THROWS TO BREAK

TALENT-3: And Mary has $5200. All of tonight’s players will leave this game richer than when they got here. Stay with us for the last turn of the game to see who will leave a lot richer!

[AUDIENCE APPLAUSE]

LOCAL BREAK #1

[2:02]

TALENT-3 VO: Tonight, we salute Country Food Mart in Springfield. They’re our Retailer of the Week!  Insert anecdote. Congratulations!

[AUDIENCE APPLAUSE]

[1:15]

TALENT-1: Welcome back! Tonight’s players are cleaning up! But the game still has one turn left.

TALENT-2: In Round Two, thousands in prizes, are left -- players, this is your last shot to find them!

TALENT-1: David, you start the final turn...

[1:00]

TALENT-1 & 2
- AD LIB FINAL TURN(S) OF SEMI-FINAL GAME 1
- DECLARE WINNER (or tie)
- WALK TO CONTESTANTS
- TALENT-3
- RECAP THE FINAL SCORES
- DOUBLE WINNER’S TOTAL
**EXAMPLE #3**

Shooting Location: Football Field Tunnel  
Director(s): Wanna B. Me  
Actor(s): Joe Greene, Kid, Background fans  
Editor(s): Roy Needham  
Team Number: ZZ1755

<table>
<thead>
<tr>
<th>Video</th>
<th>Audio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camera up on grim Greene, limping slowly down tunnel from field toward locker room; words &quot;Mean Joe Greene&quot; superimposed on picture. Because he is alone, game must still be going on with Greene out of it, due to injury.</td>
<td>Kid [sound on film (SOF)]: Mr. Greene! Mr.Greene!</td>
</tr>
<tr>
<td>Cut to kid (white, about age nine) standing in tunnel, bottle of Coke in hand.</td>
<td>Greene [SOF]: Yeah?</td>
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<tr>
<td>Cut to Greene, scowling.</td>
<td>Kid [SOF]: You need some help?</td>
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<tr>
<td>Cut to kid.</td>
<td>Greene [SOF]: Uh-uh.</td>
</tr>
<tr>
<td>Cut to Greene.</td>
<td>Kid [SOF]: I just want you to know: I think--you're the greatest.</td>
</tr>
<tr>
<td>Cut to kid.</td>
<td>Greene [SOF]: Yeah, sure.</td>
</tr>
<tr>
<td>Cut to Greene, grimacing.</td>
<td>Kid [SOF]: Want my Coke? It's Okay. You can have it.</td>
</tr>
<tr>
<td>Cut to kid, offering bottle.</td>
<td>Greene [SOF]: Okay. Thanks.</td>
</tr>
<tr>
<td>Cut to Greene, sighing. He takes it, drinks, greedily.</td>
<td>As much swells under dialogue, lyric is heard: A Coke and a smile/makes me feel good/makes me feel nice</td>
</tr>
<tr>
<td>Cut to kid, who hesitates, waiting for autograph or sign of recognition from his hero.</td>
<td>Kid [SOF]: See ya, Joe.</td>
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<tr>
<td>Finally kid turns to leave, reluctantly.</td>
<td>Greene [SOF]: Hey kid!</td>
</tr>
<tr>
<td>Cut to Greene, suddenly animated and smiling.</td>
<td>Greene [SOF]: Catch</td>
</tr>
<tr>
<td>Greene grabs his game jersey and tosses it.</td>
<td>Kid [SOF]: Wow! Thanks, Mean Joe!</td>
</tr>
<tr>
<td>Cut to kid, beaming, catching shirt.</td>
<td>Music Swells.</td>
</tr>
<tr>
<td>Supers fill screen: &quot;Have a Coke and a Smile&quot; (centered) &quot;Coke Adds Life&quot; (in right corner)</td>
<td></td>
</tr>
</tbody>
</table>
EXAMPLE #4

“TITLE”

By

Team Name/Number

FADE IN:

SCENE NAME

Scene description/opening

CHARACTER NAME 1
Dialogue

CHARACTER NAME 2
Character Name 2

CHARACTER NAME 3
Character Name 3

CHARACTER NAME 4
Character Name 4

CHARACTER NAME 5
Character Name 5

Scene description

CHARACTER NAME 1
Dialogue

CHARACTER NAME 7
Character Name 7

CHARACTER NAME 8
Character Name 8

Scene description

FADE OUT:

THE END
EXAMPLE #5 NEWS STORY to NEWSCAST TEMPLATE

The four, five and/or six (no more than six) who make up the group assume roles, choose a story based on their reading of news or work with a story chosen by the teacher. Roles are 1) news anchor 2) reporter 3) subject (one or more) and 4) commentator. Text complexity will vary based on the selected story.

Headline of story: Reporter’s byline (and other source):

NEWS ANCHOR

Good Evening, I'm ___________________________. It's ___________________________ and

Anchor’s name Day and Date

this is ____________________________________________, in

Name of station, created by the team presenting the newscast

Place where the newscast is taking place

reporting on today’s news.

I turn now to ____________________________ reporting on location in

Reporter’s name

Place where the story takes place

He/she is interviewing ____________________________________________ (Subject’s name

and ____________________________________________,

Subject’s name, if more than one person is interviewed

BACKGROUND that provides CONTEXT for the report, such as who belong to, witnessed, took part in, etc.

To you ____________________________

Reporter’s name
Preparation: The subjects’ answers are drawn from quotes and paraphrases in story after close reading by the subject(s) and reporter who work together to prepare the questions/answers and practice the interview.

Thanks ______________________________________________________________

News anchor’s name

• REPORTER

Question:

SUBJECT
Answer:

• REPORTER

Question:

SUBJECT
Answer:

• REPORTER

Question:

SUBJECT
Answer:

• REPORTER

Question:

SUBJECT
Answer:
After QUESTIONS/ANSWERS end with reporter and one or more subjects.

REPORTER
This is ________________________________________________________________

Reporter’s name

returning you to the studio and __________________________________________

News anchor’s name

NEWS ANCHOR Thank you ________________________________________________________________

Name of the reporter

Our commentator ____________________________________________________________

Name of the commentator

who offers his/her viewpoint or informed opinion about the story and its implications.

COMMENTATOR Offers viewpoint, informed opinion about story and its implications.

Then

COMMENTATOR says Back to you _____________________________________

News anchor’s name

NEWS ANCHOR
Thank you ________________________________________________________________ for your comments.

Name of commentator

News Anchor signs off with something such as this:
And that is the news on ____________________________ in ________________________________.

Day of week, date AND location of studio

Join us at 11:00 tonight for late breaking news and again tomorrow at 6:00. Prepared April 16, 2014
EXAMPLE #6  
Radio Script Sheet  

Source: http://www.qcomnet.com/riverfestradio30.htm  
Product: Beloit Riverfest  
Client: Beloit Riverfest  
Title: Yes Sir!  
Writer: John Doe  
Length: 30 seconds  

Audio  

Setting: Drill Sergeant addressing a group of Marines  

SERGEANT  
(in loud Marine-type voice. Older sounding)  
Marines! I hear that some of you are sneaking off base to attend Beloit Riverfest. Is this true Private?  

PRIVATE:  
(in loud, country sounding voice)  
Yes Sir!  

SERGEANT:  
And why would you disobey my rules Private?  

PRIVATE:  
Well, in part because of the great music, Sir.  

SERGEANT:  
And what type of music will be there?  

PRIVATE:  
Their headliners are Ted Nugent, KC and the Sunshine Band, Blue Oyster Cult and Diamond Rio, Sir!  

SERGEANT:  
(starting to sound a little interested)  
Hmmm, and what else is there to do at Beloit Riverfest?  

PRIVATE:  
There’s delicious food, 4 music stages and tons of special events, Sir!  

SERGEANT:  
Well Private, I think we should all sneak off base for Beloit Riverfest. Who else is with me?  

SFX: Cheers from the troops.  
SFX: Fun, part-type music plays in the background  

ANNCR:  
Why not sneak away? Come to Beloit Riverfest on July 11th through the 14th. Located in beautiful Beloit, Wisconsin. For more information, call 1-800-4-BELOIT or visit beloitriverfest.com
EXAMPLE #1

Team Number ___________________________  Project ___________________________

Draw or describe the visual/action in the block.

Scene Description: ___________________________  Scene Description: ___________________________

Camera Angle: ___________________________  Camera Angle: ___________________________

Draw or describe the visual/action in the block.

Scene Description: ___________________________  Scene Description: ___________________________

Camera Angle: ___________________________  Camera Angle: ___________________________
EXAMPLE #2

Tinseltown Films
MISHA’S FIRST LESSON

STORYBOARDS

POV/SHOT TYPE: street/pan follow
ACTION: walk to door
KEY DIALOGUE:
TIMING: 12 seconds
EDIT/SOUND: humming

POV/SHOT TYPE: close up
ACTION: wild hands play
KEY DIALOGUE:
TIMING: 14 seconds
EDIT/SOUND: piano (poorly)

POV/SHOT TYPE: static close up
ACTION:
KEY DIALOGUE:
TIMING: 2 seconds
EDIT/SOUND:

POV/SHOT TYPE: close up
ACTION: hand comes INTO frame
KEY DIALOGUE:
TIMING: 1 sec
EDIT/SOUND: Doorbell (musical)

POV/SHOT TYPE: sliding pan down
ACTION: 
KEY DIALOGUE: “Be right there!”
TIMING: 4 seconds
EDIT/SOUND: Music stops

POV/SHOT TYPE: pull back/up
ACTION: 
KEY DIALOGUE: both singing
“when a man loves a woman”
TIMING: 15 sec
EDIT/SOUND: fade to black/music
EXAMPLE #3

**Scene:** The Loss of Ophelia
- **Shot Type:** Medium Long Shot
- **Camera Movement:** Tracking
- **Sound:** Panicked Screaming
- **Mise-en-scène:** Dark, eerie, unsafe - alone

**Scene:** Rory/Romeo Decides to
- **Shot Type:** Over the Shoulder
- **Camera Movement:** Handheld
- **Sound:** Diegetic door-metal
- **Mise-en-scène:** Flammable cupboard - bright

**Scene:** Rory/Romeo Drinks 'Poison'
- **Shot Type:** Close-up
- **Camera Movement:** Static tripod
- **Sound:** "Ophelia no..." dialogue
- **Mise-en-scène:** Wall, floor, holding poison
<table>
<thead>
<tr>
<th>Scene</th>
<th>Angle</th>
<th>Movement</th>
<th>Subject</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mid</td>
<td>Steady</td>
<td>Two</td>
<td>Mom walks into frame and stands in front of Jordi at the table</td>
</tr>
<tr>
<td>2</td>
<td>High</td>
<td>Steady</td>
<td>Two</td>
<td>Mom sits down, Jordi responds to her statement</td>
</tr>
<tr>
<td>3</td>
<td>Mid</td>
<td>Steady</td>
<td>Jordi's Mom</td>
<td>Mom continues to talk with son</td>
</tr>
<tr>
<td>4</td>
<td>High</td>
<td>Steady</td>
<td>Jordi</td>
<td>Jordi responds</td>
</tr>
<tr>
<td>5</td>
<td>Mid-High</td>
<td>Steady</td>
<td>Two Characters</td>
<td>They continue their conversation</td>
</tr>
<tr>
<td>6</td>
<td>Mid</td>
<td>Steady</td>
<td>Jordi</td>
<td>Jordi begins to get agitated</td>
</tr>
<tr>
<td>7</td>
<td>Mid</td>
<td>Static</td>
<td>Two Characters</td>
<td>Camera follows Jordi as he gets up, grabs his backpack and heads for the door. scene fades to black</td>
</tr>
<tr>
<td>8</td>
<td>Mid</td>
<td>Static</td>
<td>Jordi</td>
<td>Camera focuses on Jordi and he walks out of frame on the left</td>
</tr>
<tr>
<td>9</td>
<td>Mid</td>
<td>Steady</td>
<td>Three Characters</td>
<td>Jordi walks in from the right to the shot, looks at the students on the left and proceeds forward</td>
</tr>
<tr>
<td>10</td>
<td>Mid</td>
<td>Steady</td>
<td>Jordi</td>
<td>Jordi walks behind a pillar on the right up the stairs, the camera doesn't follow</td>
</tr>
<tr>
<td>11</td>
<td>Mid</td>
<td>Static</td>
<td>Jordi</td>
<td>Jordi walks down a hall, past another student, the camera follows him to the door and zooms</td>
</tr>
<tr>
<td>12</td>
<td>Mid</td>
<td>Steady</td>
<td>Jordi</td>
<td>Jordi sits in his desk, and catches the attention of another student</td>
</tr>
<tr>
<td>13</td>
<td>Mid</td>
<td>Steady</td>
<td>Two Characters</td>
<td>Victor walks into the shot and interacts with Jordi</td>
</tr>
<tr>
<td>14</td>
<td>Low</td>
<td>Steady</td>
<td>Two Characters</td>
<td>Victor continues to talk to Jordi</td>
</tr>
<tr>
<td>15</td>
<td>High</td>
<td>Steady</td>
<td>Two Characters</td>
<td>Victor and Jordi continue to talk</td>
</tr>
<tr>
<td>16</td>
<td>Mid</td>
<td>Steady</td>
<td>Victor</td>
<td>Victor introduces himself in this shot</td>
</tr>
<tr>
<td>17</td>
<td>High</td>
<td>Steady</td>
<td>Jordi</td>
<td>Jordi introduces himself in this shot</td>
</tr>
<tr>
<td>18</td>
<td>High</td>
<td>Steady</td>
<td>Two Characters</td>
<td>Victor and Jordi shake hands</td>
</tr>
<tr>
<td>19</td>
<td>Low</td>
<td>Steady</td>
<td>Two Characters</td>
<td>Victor questions Jordi</td>
</tr>
<tr>
<td>20</td>
<td>Low</td>
<td>Steady</td>
<td>Victor</td>
<td>Victor asks if Jordi has any extracurriculars</td>
</tr>
<tr>
<td>21</td>
<td>Mid</td>
<td>Steady</td>
<td>Two Characters</td>
<td>Victor wants to know if Jordi has some time</td>
</tr>
<tr>
<td>22</td>
<td>Low</td>
<td>Steady</td>
<td>Victor</td>
<td>Victor offers Jordi a chance to join SkillsUSA</td>
</tr>
<tr>
<td>23</td>
<td>High</td>
<td>Steady</td>
<td>Jordi</td>
<td>Jordi declines the offer and Victor walks out of the shot</td>
</tr>
<tr>
<td>24</td>
<td>Mid</td>
<td>Steady</td>
<td>Jordi</td>
<td>Jordi reflects on the morning, then tries to get Victor's attention</td>
</tr>
<tr>
<td>25</td>
<td>Mid</td>
<td>Steady</td>
<td>Victor</td>
<td>Turns around in excitement</td>
</tr>
<tr>
<td>26</td>
<td>Mid</td>
<td>Static</td>
<td>Jordi</td>
<td>Jordi gets up and camera follows</td>
</tr>
<tr>
<td>27</td>
<td>Mid</td>
<td>Steady</td>
<td>Two Characters</td>
<td>Victor walks into the shot from the left side</td>
</tr>
<tr>
<td>28</td>
<td>Mid</td>
<td>Static</td>
<td>Jordi</td>
<td>Camera moves slightly but is focused on Jordi</td>
</tr>
<tr>
<td>29</td>
<td>Mid</td>
<td>Steady</td>
<td>Victor</td>
<td>Victor drops a box and points at Jordi</td>
</tr>
<tr>
<td>30</td>
<td>Mid</td>
<td>Static</td>
<td>Jordi/Flag</td>
<td>Jordi swings around an American flag which he loses grip of, camera follows the flags motion</td>
</tr>
<tr>
<td>31</td>
<td>Mid</td>
<td>Static</td>
<td>Jordi/Cardboard</td>
<td>Jordi moves his hands around and presents a cardboard box that the camera focuses on</td>
</tr>
<tr>
<td>32</td>
<td>Mid</td>
<td>Static</td>
<td>Jordi/Computer</td>
<td>Jordi presents his animation on the computer, the camera focuses on the camera</td>
</tr>
</tbody>
</table>
### Example #2

**CAMERA SHOT LIST**

<table>
<thead>
<tr>
<th>Production Title</th>
<th>Director</th>
<th>Location</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SCENE</th>
<th>SHOT</th>
<th>SHOT SIZE / ANGLE</th>
<th>MOVEMENT</th>
<th>IN/EXT</th>
<th>TIME OF DAY</th>
<th>SHOT DESCRIPTION</th>
<th>NOTES</th>
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<tbody>
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</tbody>
</table>
## Template for a Production Shot list

<table>
<thead>
<tr>
<th>No.</th>
<th>Type of shot</th>
<th>Description</th>
<th>Location</th>
<th>Cast</th>
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<tbody>
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</tbody>
</table>
Overhead Shot Schematic (floor plan) Layout

EXAMPLE #1

This is an aerial shot of the bedroom location and layout with camera and actor(s) positioning. The numbered circles indicated which actor is in shot (between the lines), actor 1 is Aaron (myself) and Actor 2 is Poppy.
EXAMPLE #2

- **C** Set Fill
  - **A** Back Light

**B** Key/Fill Combo
OVER HEAD SHOOTING PLAN

- LIGHT
- RAIL ROAD
- SIGNAL LIGHT
- CAR
EXAMPLE #4
TALENT RELEASE FORM for the MEDIA ARTS

I authorize the undersigned contest Producers to make use of my voice or appearance on:

PROGRAM TITLE: _____________________________________________

TEAM NAME & NUMBER: _____________________________________________

TEAM LEADER PHONE NUMBER: _____________________________________________

DATE of TAPING: _____________________________________________

I understand that I am to receive no compensation for this appearance. The Producers shall have complete ownership of the program. I give the Producers the right to use my name, likeness, voice and biographical material to publicize the program and the services of the Producers.

The Producers may:
1. Photograph me and record my voice and likeness for the purpose of the production mentioned above, whether by film, videotape, magnetic tape, digitally or otherwise;
2. Make copies of the photographs and recordings so made;
3. Use my name and likeness for the purpose of education, promotion, or advertising of the sale or trading in the photographs, recordings and any copies so made.

I further understand the show master remains the property of the Producers and SkillsUSA CA and that there will be no restrictions on the number of times that my name, voice and likeness may be used.

NAME (Please print): _____________________________________________ DATE: __________

ADDRESS: _____________________________________________

CITY: _____________________________________________ STATE: _______________ ZIP CODE _________

TALENT SIGNATURE (Parent or Guardian if under 18 years of age) DATE: __________

_____________________________________________
General Media Release Form

Production Title ______________________________

Production Date ___ / ___ / ___

1) I, the undersigned, hereby authorize _____________________________ to photograph me, take motion pictures of me, take video footage of me, and/or make electronic sound recordings of me (herein referred to as photographic or electronic reproductions).

2) I authorize the use of any such photographic or electronic reproductions of me for any purpose, including, but not limited to educational and other public media as may be deemed appropriate by ____________________________ (I understand that I may be identifiable from such photographic or electronic reproduction)

Agreed and accepted by:

Print Name ___________________________________________

Title ________________________________________________

Address _____________________________________________

City, State, Zip _______________________________________

Phone _______________________________________________

Signature & Date _______________________________________

I am signing this form as an individual  □ Yes □ No

I am signing this form as a representative of a group, and have full authority to grant release for this group  □ Yes □ No

Name of group _________________________________________

PARENTAL CONSENT

I certify that I am the parent or guardian of the individual above, ____________________________, a minor under the age of eighteen years. I hereby agree to assume legal responsibility for his/her authorizations referred to in this General Media Release.

Signature of Applicant’s Parent/Guardian ____________________ Date __________

Address of Parent/Guardian (if different) ____________________ Phone Number (if different) __________________________

City, State, Zip Code ______________________________________
EXAMPLE #3

MUSIC RELEASE FORM

I, ________________________________ (Composer/Musician), who composed/ performed and/or own the copyright(s) to the music track(s) entitled:

________________________________________

________________________________________

________________________________________

I agree to allow ________________________________ (Filmmaker/Production Company), to use my work in the production entitled ________________________________ (Film Title).

As compensation for my performance/composition in ________________________________ (Title of film), I have received ________________________________ (Description of payment for appearance/performance) from ________________________________ (Production Company).

I, the COMPOSER/MUSICIAN, own the sole and legal copyright to the described work, and hereby agree to the use of this work in the promotion, production and distribution of the FILM without further compensation.

I understand also that any and all proceeds from the film are the property of the ________________________________ (Production Company).

I am 18 years or over…… Y / N …. (indicate choice by circling)

Composer/Musician (Print Name) __________________________ Composer/Musician (Signature) __________________________

Parent/Guardian if Minor (Print Name) __________________________ Parent/Guardian if Minor (Signature) __________________________

Composer/Musician (Address) ____________________________________________________________

State Zip Phone __________________________

FILMMAKER (Print Name) __________________________ FILMMAKER (Signature) __________________________
**EXAMPLE #4**

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**MUSIC RELEASE**

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### SONG / MUSIC DETAILS

<table>
<thead>
<tr>
<th>Song / Music Title</th>
<th>(hereafter referred to as “Material”)</th>
<th>Duration</th>
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<tbody>
<tr>
<td>Composer</td>
<td></td>
<td>Phone no.</td>
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Other creators / performers (Specify roles: Lyrics, Vocals etc.)

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### PRODUCTION DETAILS

<table>
<thead>
<tr>
<th>Producer's name</th>
<th>(hereafter referred to as “Producer”)</th>
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<tbody>
<tr>
<td>Production company</td>
<td>(hereafter referred to as “Production”)</td>
</tr>
</tbody>
</table>

Compensation: (currency, terms of payment, royalties etc.)

Additional terms and conditions:

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I hereby irrevocably grant to Producer the right, but not the obligation, in perpetuity throughout the world and in all media, now or hereafter known, to use (in any manner it deems appropriate, and without limitation), in connection with Production, by whatever means exhibited, advertised or exploited, the Material, composed, performed or otherwise created by me. Use of the Material by Producer is strictly limited to Production referenced herein. Producer will in its sole discretion accord me credit in the Production and otherwise for such use.

I represent that I have the right to grant to Producer the right to use the Material without the necessity of obtaining the consent of any third person or entity, other than the creators specified in this contract and any of its attachments, and that the Material does not infringe the copyright or violate any right of publicity, privacy or any other right of any person or entity.

Signatures of all composer(s), other creators / performers mentioned above:

<table>
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<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
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EXAMPLE #5

LOCATION RELEASE FORM

PROJECT TITLE: .......................................................... DATE: .........................................................

PRODUCTION COMPANY ................................................ LOCATION .....................................................

DESCRIPTION OF PREMISES ........................................ DESCRIPTION OF PREMISES ....................................

OWNER ........................................................................ FEE ........................................................................

1. In consideration of the above indicated fee, Owner hereby consents to permit Company's employees, agents and all necessary production equipment to be in and around the Premises on the above date(s) for the purposes of production in connection with the above Picture.

2. In connection with the Picture, Company will hold Owner harmless from any damage to the Premises caused by its agents or employees and for injury to any persons on the site of the Premises caused by said representatives of Company. Company will furnish to Owner a Certificate of Insurance evidencing standard limits for coverage of the risks stated herein.

3. Owner warrants that it has the legal right and power to grant the rights granted herein. Owner acknowledges and agrees that all right, title and interest in all footage of the Premises filmed by Company during the aforementioned day(s) will belong solely and completely to Company for its use in any manner and media it sees fit. Owner agrees that Company may use and authorize others to use the likeness and information concerning the Premises for Picture publicity and institutional promotional purposes in connection with the Picture.

Location Owner / Legal Representative ................................ Date ..............................................................

Production Company Representative ................................ Date ..............................................................
LOCATION RELEASE

LOCATION DETAILS
Property name ___________________________ (hereafter referred to as "Property")

Property address ___________________________

Contract refers to Property's □ Interior □ Exterior

Property Manager ___________________________ (hereafter referred to as "Property Manager")

PRODUCTION DETAILS

Producer's name ___________________________ (hereafter referred to as "Producer")

Production company ___________________________

Production title ___________________________ (hereafter referred to as "Production")

OTHER TERMS

Dates of occupancy ___________________________

Hours of occupancy ___________________________

Location fee ___________________________

Property Manager hereby grants the permission to Producer and its employees, agents, independent contractors and suppliers to enter in Property during the dates and times identified above. Producer will use Property as a location for photographing, videotaping and/or making sound recordings. In the event of a delay in schedule due to photographically unfavorable conditions, or reasons beyond their control, Producer holds the right to reschedule at the agreed fees and terms provided in this agreement.

Producer may photograph, film, videotape and record sound on the Property and use the resulting materials in any way Producer chooses. Property Manager grants Producer permanent, worldwide, exclusive right to own all rights to all that Producer records and photographs. Property Manager agrees to have no right to inspect or approve recordings.

Producer may bring into the Property crews, actors and equipment. Producer may construct temporary sets and, after completing photography and recording, will restore the Property to its original condition as of the initial date of occupancy unless otherwise agreed to by both parties in writing, reasonable wear and tear excepted.

Producer agrees to hold Property Manager harmless from any liability and loss which may be caused by Producer's employees or equipment. Producer represents that they are covered by Public Liability and Property Damage Insurance.

Property Manager agrees to the fees, statements and conditions stated in this contract concerning Property. Property Manager gives Producer the right to assign all terms stated in this contract and agrees to waive any further compensation or demand of any kind forever.

Property Manager understands the terms described in this contract. He/she is over 18 years of age and has the authority to sign this contract and grant Producer the rights given under this contract.

Additional terms and conditions:

________________________________________

/ / 

Producer's Signature Date Property Manager's Signature Date
Photograph & Video Release Form

I hereby grant permission to the rights of my image, likeness and sound of my voice as recorded on audio or video tape without payment or any other consideration. I understand that my image may be edited, copied, exhibited, published or distributed and waive the right to inspect or approve the finished product wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of my image or recording. I also understand that this material may be used in diverse educational settings within an unrestricted geographic area.

Photographic, audio or video recordings may be used for the following purposes:
- conference presentations
- educational presentations or courses
- informational presentations
- on-line educational courses
- educational videos

By signing this release I understand this permission signifies that photographic or video recordings of me may be electronically displayed via the Internet or in the public educational setting.

I will be consulted about the use of the photographs or video recording for any purpose other than those listed above.

There is no time limit on the validity of this release nor is there any geographic limitation on where these materials may be distributed.

This release applies to photographic, audio or video recordings collected as part of the sessions listed on this document only.

By signing this form I acknowledge that I have completely read and fully understand the above release and agree to be bound thereby. I hereby release any and all claims against any person or organization utilizing this material for educational purposes.

Full Name____________________________________________________

Street Address/P.O. Box________________________________________

City__________________________________________________________

Prov/Postal Code/Zip Code_______________________________________

Phone________________________ Fax___________________________

Email Address_________________________________________________

Signature__________________________________ Date__________________

If this release is obtained from a presenter under the age of 19, then the signature of that presenter’s parent or legal guardian is also required.

Parent’s Signature________________________ Date_____________________