

## Forms for collecting information from guests

This document provides text examples for

1. Talent Release Form
2. Consent form for social media and images for promotion materials

### Talent Release Form

#### Purpose of form

We require all our guests to sign the talent release form to be able to broadcast and distribute the podcast. Please read through the talent release form and sign by providing your email, full name and date.

Email address:

#### Talent Release

I, the undersigned, enter into this agreement with the creators and producers of the digital mentor podcast.

I have been informed and understand from the producers producing the podcast that my name, likeness, image, voice, appearance is being recorded and made part of the podcast production or "product". The 'podcast' includes all members of its production team, the creators and its affiliates and collaborators named in the 'show concept note'.

I grant the podcast and it's affiliates the rights to use my name, likeness, image, voice and appearance embodied in the product (the podcast) whether recorded on or transferred to video, film, slides, photographs, audio files or other media now known or later developed. This grant includes the right to edit, mix or duplicate and use or re-use the product in whole or part as the producer may elect. The digital mentor podcast shall have complete ownership of the product in which I appear, including copyright interest, and I acknowledge that I have no interest or ownership in the product or its copyright.

I also grant the podcast the right to broadcast, exhibit, market, sell and otherwise distribute the product, either in whole or in parts, and either alone or with other products, for commercial or non-commercial publication or any purpose the podcast deems suitable such as promotion or publicising. This will be at the discretion of the podcast.

I confirm that I have the right to enter this agreement, that I am not restricted by any commitments to their parties and that the podcast has no official commitment or obligations to me as a result of this agreement. I hereby give all clearances, copyright and otherwise, for use of my name, likeness, image, voice and appearance embodied in the product (the podcast). I expressly release and indemnify the podcast and its creators, officers, employees, agents, affiliates, and collaborators from any and all claims known and unknown arising out of or in any way connected with the above granted uses and representations. The rights granted to the podcast herein are perpetual and worldwide.

#### Confirmation

By providing your email, name and dating this document, you are accepting the use of them to be used as a digital signature in place of a hand or electronic signature.

In consideration of all the above, I hereby acknowledge receipt of reasonable and fair consideration from the podcast, its affiliates and collaborators.

I have read the above statement and understand its terms and conditions and agree to all of them.

You confirm that you are above the age of 18 and do not require a parent or legal guardian to sign this form in your place.

Full name:

Date of acceptance

## Media form

### **Purpose of form**

We seek permission to use your social media contacts (where provided), your biography and your image for generating promotional materials for the episode.

### **Survey**

- Please fill out this short form to provide us a bit of information about yourself. All information will be used only in the context of Your Digital Mentor Podcast
- Share a short bio (50 words max)
- Twitter:
- LinkedIn:
- Website
- Please upload a professional photograph (of yourself); this picture will be used to promote this episode.
- Additional comments