


Sample Event Registration and Permission Form

	EVENT REGISTRATION AND PERMISSION FORM
EVENT NUMBER: <u>14</u> CONTRIBUTOR NAMETAG NUMBER: <u>27</u>	FOR PROJECT TEAM USE ONLY <input checked="" type="checkbox"/> Form reviewed for legibility (Initials of reviewer: <u>GC</u>) <input checked="" type="checkbox"/> Contributor provided with numbered nametag
Contributor Name (Chosen or Preferred): <u>Brian Ramos</u>	
Address: <u>326 Streetname Rd.</u>	
City/Town: <u>Atown</u> State: <u>MN</u> Zip: <u>10101</u>	
Telephone: <u>555-555-1234</u> E-mail: <u>brian@emailaddress.com</u>	
Your connection to your community: <u>I grew up here.</u>	
How did you hear about this event? <u>My friend Judith Egan told me about it.</u>	
<p><i>Thank you for sharing your items and stories with the [PROJECT NAME]. To build this publicly accessible resource, it is important that we be able to use the items, photographs, videos, and text we gather without having to negotiate permissions with each Contributor. Please read and sign the agreement below, which allows us to use your contributions in a variety of ways, while at the same time protecting your individual ownership and publication rights.</i></p>	
<p>EVENT PARTICIPATION RELEASE I do hereby give [INSTITUTION NAME], its assigns, licensees, and legal representatives the irrevocable right to use my name, image and voice in all forms and media and in all manners, including composite representations, and advertising and other lawful purposes, and I waive any right to inspect or approve the finished product including written copy, that may be created in connection therewith.</p>	
<p>NON-EXCLUSIVE PERMISSION I hereby grant permission to [INSTITUTION NAME], its assigns, licensees and legal representatives to copy, display and distribute scanned or copied items identified by the Event Number and Contributor Nametag Number on this sheet for educational and non-commercial purposes, and to incorporate the scanned or copied items in whole or in part into derivative works, and to subject all collected items and data to digital preservation efforts, including but not limited to, creating multiple copies and storing them in publicly available storage systems. I retain all other rights to these photos, including without limitation, the right to copy, distribute, publish, display or modify the images, and to transfer, assign or grant license of any such rights.</p>	
<input checked="" type="checkbox"/> I am of full age (18 years of age or older). I have read this release and am fully familiar with its contents. <input type="checkbox"/> I am under 18 years of age. A parent or legal guardian must sign form if Contributor is under 18 years of age. See below.	
Signed (Contributor): <u>Brian Ramos</u> Date: <u>1/24/2018</u>	
Contributor's Legal Name (printed): <u>Brian Ramos</u>	
<p><i>If Contributor is under 18 years of age, please complete the following.</i></p>	
Signed (Legal Guardian): _____ Date: _____	
Legal Guardian's Name (printed): _____	

Section of Spreadsheet	Section to use from Form	Content from Sample Form
Event Number	Use full EVENT NUMBER provided on form.	14
Contributor Nametag Number	Use full CONTRIBUTOR NAMETAG NUMBER provided on form.	27
Contributor's Name (Chosen or Preferred)	Use the Contributor's name, as entered in the "Contributor Name (Chosen or Preferred)" section of the form. Enter as "[Last Name], [First Name] [Middle Name/Initial], [Suffix]"	Ramos, Brian
Contributor's Legal Name (Last Name)	Use the Contributor's last name, as entered in the "Contributor's Legal Name (printed)" section of the form.	Ramos
Contributor's Legal Name (First Name)	Use the Contributor's first name, as entered in the "Contributor's Legal Name (printed)" section of the form.	Brian
Contributor's Legal Name (Middle Name or Middle Initial, if any)	Use the Contributor's middle name or middle initial, as entered in the "Contributor's Legal Name (printed)" section of the form. If the Contributor didn't provide a middle name or middle initial, leave this section of the spreadsheet blank.	
Contributor's Legal Name (Suffix, such as "Jr." or "III")	OPTIONAL. Use the Contributor's first name, as entered in the "Contributor's Legal Name (printed)" section of the form. If the Contributor didn't provide a suffix (such as "Jr." or "III"), leave this section of the spreadsheet blank.	
Contributor Address	Use the Contributor's street address, as entered in the "Address" section of the form.	326 Streetname Rd.
Contributor City/Town	Use the city or town where the Contributor lives, as entered in the "City/Town" section of the form.	Atown
Contributor State	Use the state where the Contributor lives, as entered in the "State" section of the form.	MN
Contributor Zip	Use the location zip code for where the Contributor lives, as entered in the "Zip" section of the form.	01234
Contributor Telephone	Use the Contributor's telephone number, as entered in the "Telephone" section of the form.	555-555-1234
Contributor E-mail	Use the Contributor's e-mail address, as entered in the "E-mail" section of the form.	brian@emailaddress.com
Contributor response to question: "Your connection to your community"	OPTIONAL. Use the information that the Contributor entered into the "Your connection to your community" section of the form. If the Contributor didn't enter anything into this section of the form, leave this section of the spreadsheet blank.	I grew up here.

Contributor response to question: "How did you hear about this event?"	<p>OPTIONAL.</p> <p>Use the information that the Contributor entered into the "How did you hear about this event?" section of the form. If the Contributor didn't enter anything into this section of the form, leave this section of the spreadsheet blank.</p>	My friend Judith Egan told me about it.
Did Contributor sign and date the form? (Yes or No)	If the Contributor signed and dated the form, enter "Yes" in this section of the spreadsheet. If they did not, enter "No."	Yes
Is Contributor 18 years of age or older? (Yes or No)	Enter "Yes" if the Contributor checked the box noting that: "I am of full age (18 years of age or older). I have read this release and am fully familiar with its contents." Enter "No" if the Contributor checked the box noting that "I am under 18 years of age."	Yes
If the Contributor is not 18 years of age or older, did their Parent or Legal Guardian also sign the form?	If the Contributor is not 18 years of age or older, their Parent or Legal Guardian must also sign the form. If this is the case, did a Parent or Legal Guardian sign the form in the "Signed (Legal Guardian)" section of the form? Enter "Yes" or "No." If the Contributor is 18 years of age or older, enter "N/R" (Not Relevant) in the section of the spreadsheet.	N/R
If the Contributor is not 18 years of age or older and their Parent or Legal Guardian signed the form, enter the Parent or Legal Guardian's name.	If relevant, enter the Parent or Legal Guardian's name as it appears in the "Legal Guardian's Name (printed)" section of the form. If possible, enter as "[Last Name], [First Name] [Middle Name/Initial], [Suffix]"	