

There are a number of sections on the Event Registration and Permission Form. Below are descriptions of the key sections of this form:

1. **Event Number and Contributor Nametag Number section:** The collecting organization may hold multiple events, and each event may include multiple contributors and participants. By assigning a unique number to each Event and each contributor/participant, the Project Team can ensure that the items, photographs, and stories collected are associated with the correct event and individual Contributor.
2. **Contributor Name (Preferred):** Provides contributors with a choice for how they will be named in the collection and connects this name to a unique event registration number.
3. **Contact information:** It's important that the Project Team have complete and accurate contact information for Contributors, in the event that they have questions about individual contributions or should they want to inform Contributors when the collection is available online. A Contributor's contact information will not be available online or publicly shared without their permission.
4. **Event Participation Release and Non-Exclusive Permission section:** More information about *Event Participation Release* and *Non-Exclusive Permission* is provided in the *Frequently Asked Questions* section below.
5. **Age Restrictions:** Event participants and Contributors can be any age, but if they are under 18 years old they need a signature from a parent/legal guardian on the Event Registration and Permission Form to participate and include contributions and stories in the collection.
6. **Signature(s):** Provides non-exclusive permission to include materials (original and copies of items, photographs, video interviews, and likeness) in the collection and put them online.
7. **FOR PROJECT TEAM USE ONLY section:** This section of the form is for use by members of the Project Team, and by Welcome Station Volunteers specifically. It's important for Welcome Station Volunteers to review the form for legibility and completeness, and to note that they have provided the Contributor with a pre-numbered nametag that corresponds with the CONTRIBUTOR NAMETAG NUMBER section of the Event Registration and Permission Form.

FREQUENTLY ASKED QUESTIONS ABOUT THE EVENT REGISTRATION AND PERMISSION FORM

Am I signing away rights to my photographs or items?

No. You are granting the collecting organization permission to add your materials to the digital collection and to make them available online to the world for educational and research purposes.

Do you keep my photograph or item?

No. We will digitize your photographs or items in your presence at the Copying Station and immediately return them to you. This collection is comprised entirely of digital copies of physical items, as well as born digital items.

What does non-exclusive permission mean for this project?

Non-exclusive permission means that the contributor grants the collecting organization(s) the right to include their contributions and stories in the collection for educational and research purposes. Event contributors retain all of their rights to the photographs and items they are contributing.

Do I need to fill out the registration form if I don't have any items or photographs that I wish to contribute?

Yes. We would like to be able to identify you in any photos or videos at the event that you choose to participate in, and to have your permission to distribute those materials online as well. We would also like permission to use your likeness in any photos that you might appear in while attending and participating in this public event. This is outlined in the *Event Participation Release* section of the form.

I'm here with my spouse, partner, or other family member. Can we fill out a single Event Registration and Permission Form?

No. Each individual event participant and Contributor must complete their own form.

I'm here representing my institution. Can I fill out an Event Registration and Permission Form on behalf of my institution?

No. You may indicate on your form that you are here representing your institution (in response to the "Your connection to your community" section), but you must register as an individual.

Why do you need my contact information and what will you do with it?

Having your contact information allows us to contact you if we have questions about your contributions and to inform you when the collection is available online. Your contact information will not be available online or publicly shared without your permission.

Are there age restrictions on who can participate in this event and who can contribute items, photographs, and stories?

Event participants and Contributors can be any age, but if they are under 18 years old they need a signature from a parent/legal guardian on the Event Registration and Permission Form to participate and include contributions and stories in the collection.

What personal details about me will be accessible in the online collection?

Only the Contributor's name and the information provided on the Descriptive Information Form will be made available online. Contact information collected on the Event Registration and Permission Form will not be available online or publicly shared without the Contributor's permission.