

SPARKIN' ART

Release / Waiver Template

Everybody has a right to know what kind of program or activity they are going to be participating in. Sometimes documenting the program can lead to new inspirations. Archival or promotional materials help to show others the scope, scale, (and fun) of the work. Also, it is important that safety is always top of mind, but accidents do happen - so have a plan for the worst case scenario.

The purpose of a waiver is to lay out a formal agreement stating that a participant is aware of associated risks and is committed to the activity. The purpose of a release (or media release) is to lay out a formal agreement allowing the recording of a participant.

A release or waiver should be tailored to the programming and people involved, and should be considered thoughtfully. Make sure to get a peer to review the contents of a release or waiver, do they think it's fair? Is it clear? Would they sign it? Why or why not?

In our example below, we combined the release and waiver because that's what made sense for the project. Oftentimes the release and waiver are two separate documents, in fact some projects will have use for only the one document! This is also an opportunity to reconnect with your participants and share more detailed information about the project with them. Some people would title this document a Participation Form.

What do you need in a release / waiver?

- **What:**
 - This is a good opportunity to explain the project in detail. What is involved? What is the commitment? Where will the programming occur? Is there anything a participant needs to bring? Is there anything a participant needs to prepare before attending?
- **Waiver:**
 - Here are some of the known risks.
 - Accidents happen. Add a statement that the participant will not hold the Producing Company responsible or liable for injuries or accidents.
- **Release**
 - This is what we are going to do to record the project.
 - This is how we are going to use any recordings.
 - Does the participant consent to being recorded?
- **Age**
 - Consider if the participant is under the age of consent and requires a parent/guardian to sign their form.
- **Signatures & Date**
 - By signing this form you agree to the above terms.

LOOK BELOW FOR AN EXAMPLE

Project Title

Participant Registration Form

Hello Everyone,

Welcome to the Producing Company's Project Title!

We're excited that you're here. Each session of this program is an opportunity for you to have some kind of creative breakthrough. What kind of art will we spark? Well, this is an artistic space for you, for us, and together we'll connect and collaborate. Together, let's take a look at **theatre, making videos, songwriting, music, storytelling, movement, dance, and ignite more than a few sparks of creativity.** Together, we will create a unique art piece and present it digitally. It's going to be fun! As a thank you for your art and time each youth participant will receive an honorarium at the end of the project.

There are a few important things for you to know.

Timeline

You are committing to participating in the Project Title on the following dates:

WINTER WORKSHOPS:

February 6, 2020 - 12pm - 2pm

February 13, 2020 - 12pm - 2pm

February 20, 2020 - 12pm - 2pm

February 27, 2020 - 12pm - 2pm

Location: Online

Due to the COVID-19 Pandemic we will be meeting digitally.

All studio sessions will take place over a video call platform, likely ZOOM. However, this platform may change based on the technology that is available to the participants.

**Please let us know if you have technical requirements that we can help you meet.
We want to make this work for everybody!**

What next?

On the following pages you will find the **Participant and/or Parent/Guardian Acknowledgment & Consent Form**. Please indicate that you clearly understand the time involved, and are willing and committed to participate.

**Please complete and return this form to the Producing Company by
January 28, 2021.**

Any Questions? Contact:

Person Person - Administrative Position of The Project

Phone: (123) 456-7890

Email: email@email.com

Mailing address: Organization Name, 123 Fake St, City, Province, Country, A1A 1A1

If you have any questions or concerns, please call.

If you know of anyone else interested, please have them contact us.

THANK YOU for joining the project.
Follow the impulse and find your spark!

See you soon.

Person Person - Administrative Position - Project Title

PROJECT TITLE - PARTICIPANT AND/OR PARENT / GUARDIAN ACKNOWLEDGEMENT & CONSENT FORM

I / we have read and understand the introductory letter.

I/ we understand and agree that (participant's name) _____, will be available to participate in PROJECT NAME during the scheduled times indicated in the introductory letter.

I/we agree that I/we shall hold PRODUCING COMPANY harmless and will not seek any recourse or damages for any personal liability, injury, loss of life, or inconvenience suffered by the participant during the course of this project.

The Participant authorizes PRODUCING COMPANY, its assigns and transferees to take images and recordings, copyright, use and publish the same in print and/or electronically. The Participant agrees that PRODUCING COMPANY may use such representations of her/him/them with or without their name for these purposes.

Photographs, Audio and Video recordings of rehearsals, workshops or performances are intended for demonstrating the nature of the work and the work of the artists for promotion to potential sponsors, donors and performance presenters. PRODUCING COMPANY guarantees that the recording shall be done under its control and shall not be broadcast, distributed or used in a commercial context. Should the participant desire copies of these recordings, it shall be at their own expense and it is in no way a responsibility of the PRODUCING COMPANY to provide these.

Name of Participant:

Name of Parent / Guardian:

Address:

Participant Phone:

May we use the phone number to send texts about the program? Yes / No

E-Mail:

Emergency Contact Name:

Emergency Contact Number:

Signature:

Date: