

HOW TO DELIVER YOUR FILM

Please deliver your film as a .MP4 via wetransfer (www.wetransfer.com) to zoe.beresford@solent.ac.uk

SECTION 1: INFORMATION ABOUT YOUR FILM

Please complete this form and return to zoe.beresford@solent.ac.uk with the subject "Consent Submission Form – Your Name". The information provided on this form is to ensure that your film complies with the rules of our broadcasting licence, as well as the law.

CONTENT INFORMATION

Programme Title	(34 character limit)
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Please provide a synopsis for your film for the summary on our page and also for publicity via social media.

Synopsis	(180 character limit)
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SECTION 2: WHO IS IN YOUR FILM?

Please place an 'X' in the box to confirm all programme contributors have signed release forms granting permission for broadcast on all media platforms worldwide (e.g. TV, streaming, mobile, IPTV, etc.) and in perpetuity.

Please email zoe.beresford@solent.ac.uk if you require a copy of our release form.

I confirm that I have release forms from all contributors within my project: Yes

SECTION 3: WHO ELSE HAS A STAKE?

Please ensure if your film uses any existing copyrighted work such as photos, film clips, quotes, paintings, design work, etc you have the permission of the person who owns that work. Also, some "creative contributions" to your film are so significant that the person who makes them also has a stake in the copyright of your film. This principally means Directors and Equity Actors.

Please place an 'X' in the box to confirm that all third party rights have been cleared.

You must retain copies of all permissions granted and submit copies with this paperwork.



Please note: We will not be accepting work that contains copyrighted music unless a licence for web broadcast has been purchased by the producers and proof is submitted to our team.

We do have a database available of copyright free music. For access to this database please email: zoe.beresford@solent.ac.uk

I confirm that all third party rights are cleared: Yes

SECTION 4: COMPLIANCE

We will watch your film to make sure it complies with our editorial guidelines but helps enormously if you can tell us in advance of anything that may be tricky.

This includes: Swearing, Defamation, Products, Sex or nudity, Violence, Alcohol/Illegal Substances, Slurs or Flashing images.

COMPLIANCE CHECK

If you think your project content that will contain compliance issues please state them below. We will be in contact to discuss this further:

SECTION 5: YOUR DETAILS

Please sign below to confirm all the information provided in this form is true and correct. By signing this page you are confirming that:

a) You have a signed release form for everyone appearing in your film and that printed copies are available for us to view if we decide to audit them;

b) You have acquired all the underlying rights in your film.

Signature _____

Date _____

Print name _____

Role _____

Email Address _____

Mobile number _____