



Sanders Theatre

Office for the Arts at Harvard

45 Quincy Street | Cambridge | Massachusetts 02138 | T 617 496 4595 | F 617 495 2420 | www.fas.harvard.edu/~memhall

APPLICATION FOR LICENSE TO BROADCAST/DISTRIBUTE

Title (s) of Sanders Theatre Event(s): _____

Date (s) of Sanders Theatre Event(s): _____

Name of Producing Organization ("original Sanders producer"):

Organization requesting permission to broadcast/distribute ("potential licensee"):

Contact name: _____

Phone number: _____ Fax number: _____

Mailing address: _____

E-mail address: _____

1. CHECK APPROPRIATE ITEMS AND PROVIDE EXPLANATION/DETAILS

TYPE OF BROADCAST/ DISTRIBUTION

- audio broadcast / radio
- audio broadcast / web
- audio broadcast / television
- video broadcast / television
- video broadcast / web
- CD OR DVD distribution

Explanation (if necessary):

BROADCAST/DISTRIBUTION AREA

- license to broadcast/distribute locally only
- license to broadcast/distribute in the United States
- license to broadcast/distribute beyond the United States

Describe broadcast/distribution area:

NUMBER OF BROADCASTS

- one-time broadcast
- defined number of broadcasts
- unlimited number of broadcasts and unlimited time period
- unlimited number of broadcasts within limited period

List known times/parameters:

BROADCAST STATIONS

- commercial stations only
- non-profit stations only
- all types of stations

List known stations/ programs:

LENGTH OF BROADCAST

- broadcast of entire event (s)
- portions of event not to exceed ____ minutes

General description of material to be broadcast:

2. PLEASE ANSWER THE FOLLOWING QUESTIONS

Will any artists, performing organizations, producing organizations or agents be compensated as a result of this broadcast/distribution? Yes/ No If yes, please describe:

Will commercial advertising be aired immediately before, during or immediately after the program airing the Sanders Theatre footage? Yes/ No

3. PLEASE READ

Any audio or video recordings made in Sanders Theatre must include the credit line "Recorded in Sanders Theatre at Harvard University."

Permission to broadcast may include terms including but not limited to:

- A licensing fee payable to Harvard University
- Credits for Harvard University and Sanders Theatre staff.
- Harvard's right to refuse permission to air any material that may tend to embarrass or disparage Harvard or its students or employees.
- Licensee may be expected to provide Harvard copies of broadcast/distributed material.

If the potential licensee is other than the original Sanders Theatre producer, the potential licensee must solicit the signature of the original Sanders producer on this form.

The potential licensee has responsibility for obtaining all third party permissions, releases, permits and licenses including clearances from government agencies, individual artists, performing organizations, agents and unions before broadcasting any material from Sanders Theatre.

4. SIGNATURE

Please sign below indicating that you have read the information above and understand that submitting this application does not indicate permission to broadcast/distribute.

Signature of potential licensee:

Signature of original Sanders Theatre producer (if separate from potential licensee):