

Catchlights Performing Arts Media Policy

1. Introduction

1.1 Purpose

The purpose of this policy is to provide comprehensive guidelines for photography, filming, and audio recording activities conducted within Catchlights Performing Arts Club. We recognise the importance of capturing memories, promoting our activities, and documenting our journey while ensuring the privacy, safety, and dignity of all individuals involved.

1.2 Scope

This policy applies to all members, staff, volunteers, and participants of Catchlights Performing Arts Club. It covers photography, filming, and audio recording activities conducted during Club events, rehearsals, performances, workshops, classes, and any other related activities.

2. Media Guidelines

2.1 Permission Required

Photography, filming, and audio recording activities involving Club members will require prior consent from the individuals involved or their legal guardians if they are minors. Consent forms will be obtained before any photography, filming, or audio recording takes place and can be found in Appendix 1 of this policy.

2.2 Respect for Privacy and Dignity

Photographers, videographers, and audio recorders must respect the privacy, dignity, and personal space of individuals at all times. They should seek consent before capturing images, footage, or audio recordings of individuals, and individuals have the right to refuse to be photographed, filmed, or recorded.

2.3 Use of Images, Video, and Audio Recordings

Images, video, and audio recordings captured during Club activities may be used for promotional, educational, archival, or internal communication purposes. However, they will be used responsibly and in accordance with this policy. They will not be used in any way that could cause embarrassment, discomfort, or harm to individuals.

2.4 Storage and Security

All images, video, and audio recordings will be stored securely and protected from unauthorised access. Only authorised individuals, such as Club administrators or designated media coordinators, will have access to Club media archives. Measures will be taken to safeguard the confidentiality and integrity of the stored media.

By implementing this Media Policy and obtaining parental/guardian consent, Catchlights Performing Arts Club is committed to respecting the privacy, safety, and dignity of all individuals while capturing and sharing memorable moments within the Club community.

APPENDIX 1: MEDIA RELEASE & CONSENT FORM

This Media Release ("Agreement") shall confirm that the undersigned person ("Performer") has granted permission to Catchlights, their partners, successors, licensees, assignees, and designees ("Producer") to use Performer's name and/or likeness, image, voice, sound effects, interview, and performance during Catchlights Performing Arts Club Activities ("Media"). Catchlights Performing Arts Club Activities include but are not limited to club sessions, rehearsals, performances, productions, events, and trips. This Agreement supersedes all prior negotiations, representations, or agreements, either written or oral, between the parties relating to the subject matter hereof.

It is understood and agreed that Producer shall retain final editorial, artistic, and technical control of any Media content recorded and/or created. Producer and Producer's successors and assignees shall own all right, title, and interest, including the copyright, in and to the Media, to be used and disposed of, without limitation, as Producer shall in Producer's sole discretion determine. It is understood and agreed that Performer will not be compensated in any way for the recording and/or use of Performer's likeness, image, voice, sound effects, interview, and performance.

For good and valuable consideration, sufficiency and receipt of which is hereby acknowledged, Performer grants permission to Producer to utilise Performer's appearance in any capacity, including but no limited to for promotional, entertainment, educational, or archival purposes by Producer. Producer may use and authorise others to use the Media and portions thereof in all markets, manner, formats, and media, whether now known or hereafter developed throughout the world, in perpetuity.

Performer expressly releases Producer, Producer's agents, employees, licensees and assignees from all claims which Performer has or may have for invasion of privacy, defamation or any other cause of action arising out of production, duplication, broadcast or exhibition of any appearance.

I hereby acknowledge that I have read the foregoing Release and am familiar with each and all of the terms, covenants, and conditions contained therein, I am satisfied that said Release is fair and equitable, and I hereby give my express consent to the execution thereof and will not revoke my consent thereto at any time hereafter.

[Please complete in BLOCK CAPITALS]

Performer's Full Name *Email Address (of Parent/Guardian if under 18)*

Phone Number (of Parent/Guardian if under 18) *Signature (of Parent/Guardian if under 18)* *Date*

Consent of Parent or Guardian

To be Completed if the Performer represented above is under the age of 18.

[Please complete in BLOCK CAPITALS]

Parent / Guardian's Full Name