

Sample #1, Page 1 of 3
Letter for Guest Presenter in an Academic Setting, with Recording Terms Attachment A



February 11, 2015

Helga Green
123 Primrose Lane
Sunnyville, CA 82123

Dear Ms. Green,

Thank you very much for sharing your expertise and wisdom with our students at University of Puget Sound on March 24, 2015 at 7:30pm in Schneebeck Concert Hall. We are all looking forward to your lecture titled "Everything You Need to Know about the Early 1900s". Additionally, we appreciate that you will be visiting Professor Lemon's HIST 232 class on March 24, 2015, from 1:30pm-2:30pm in Wyatt 304.

In appreciation of your visit, we are offering an honorarium of **\$ 500.00**. So we can make this payment, please complete and return the enclosed IRS Form W-9.

We will make your arrangements for travel and accommodations and will confirm details with you.

For directions to campus and a campus map, please see: <http://www.pugetsound.edu/about/campus-the-northwest/visiting-puget-sound/directions/>.

Puget Sound respectfully requests that guests follow our policies, as applicable. Campus-wide policies are available at: <http://www.pugetsound.edu/about/offices-services/human-resources/policies/campus-policies/>.

You are welcome to contact Rose Hawthorn, Administrative Coordinator at rhawthorn@pugetsound.edu or 253.879.1111 with questions.

Thanks again and best wishes,

Martin Jackson
Associate Academic Dean

Attachment(s): Please complete and return Attachment A and IRS form W-9

Attachment A
PRESENTATION RECORDING TERMS

Thank you for allowing Puget Sound to record and to use materials from your presentation. This will be valuable to faculty, students, staff, and the community to document this important event at Puget Sound.

Title or description of presentation “Everything You Need to Know about the Early 1900s”
 (“Presentation”):
Presentation date: **March 24, 2015**
Guest name (“Guest”): **Helga Green**

The Guest hereby grants to Puget Sound and its sublicensees in perpetuity, for no additional payment or consideration, the following authorizations in connection with the Presentation:

- (a) *Recordings.* Authorization to make audio and video recordings of the Presentation, and to use, encode, digitize, copy, edit, modify, transcribe, excerpt, duplicate, transmit, publicly display, and publicly perform such recordings, in any and all media now existing or hereafter developed or discovered, including via broadcast, streaming, television, cable, radio, and the Internet, throughout the world.
- (b) *Materials.* Authorization to reproduce, distribute, advertise, promote, and publicize any written or visual material submitted in connection with the Presentation, in whole or in part, in any media, as part of a course book or any other Puget Sound publication.
- (c) *Other Information.* Authorization to use the Guest’s name, image, likeness, and voice in connection with the exercise of the authorizations granted to Puget Sound in this Attachment.

The Guest represents and warrants to Puget Sound that (i) the materials are original to the Guest and the Guest has sufficient rights to grant Puget Sound the authorizations in this Attachment (without any payment by Puget Sound to any third party and without the need for Puget Sound to clear or obtain any additional rights to exercise these authorizations), (ii) the recordings and materials will not infringe or violate any copyright, patent, trademark, trade secret or other intellectual property, proprietary, privacy, personal or publicity right of any third party, and (iii) the recordings and materials are not libelous, defamatory or unlawful.

The Guest will indemnify, defend and hold harmless Puget Sound from and against any and all losses, liabilities, damages, costs and expenses (including reasonable attorneys’ fees) arising from or relating to any claim based upon any actual or alleged breach of the Guest’s representations and warranties.

The Guest hereby releases Puget Sound from any and all claims and demands arising out of or in connection with the authorizations included in this Attachment, including any and all liability arising out of Puget Sound’s recording of the Guest, the Guest’s voice, image, likeness and use thereof, and any and all claims for invasion of privacy, infringement of the Guest’s right of publicity, defamation (including libel and slander) and any other personal or property right, and the Guest agrees that the Guest shall not now or in the future assert or maintain any such claim against Puget Sound.

Agreed to by Guest:

Acceptance Signature, Helga Green

Date:

Sample #1 Continued, Page 2 of 3
Attachment A- Presentation Recording Terms

This section to be completed by a University of Puget Sound Representative (if applicable)

Presentation title: "Everything You Need to Know about the Early 1900s"

Department/Program/Project host or sponsor: History Department

Presentation location: Schneebeck Concert Hall

Name and department of recorder:

Recording device:

Recording length:

Sample #2, Page 1 of 1
Letter for Guest Presenter in an Academic Setting (no Recording Terms)



February 11, 2015

Ricardo Hemlock
5234 Copper Ave, Apt. D
Red River, UT 42115

Dear Dr. Hemlock,

Thank you very much for sharing your expertise and wisdom with our students at University of Puget Sound on April 2, 2015 at 3:30pm in McIntyre 222. We are all looking forward to your insightful visit and stimulating conversation during Professor Quigley's SOAN 333 class.

In appreciation of your visit, we are offering an honorarium of **\$ 250.00**. So we can make this payment, please complete and return the enclosed IRS Form W-9.

We will reimburse you for your airfare, ground transportation, and accommodations up to \$500.00.

For directions to campus and a campus map, please see: <http://www.pugetsound.edu/about/campus-the-northwest/visiting-puget-sound/directions/>.

Puget Sound respectfully requests that guests follow our policies, as applicable. Campus-wide policies are available at: <http://www.pugetsound.edu/about/offices-services/human-resources/policies/campus-policies/>.

You are welcome to contact Alfred Poppycock, Guest Presenter Coordinator at apoppycock@pugetsound.edu or 253.879.2222 with questions.

Thanks again and best wishes,

Martin Jackson
Associate Academic Dean

Attachment: IRS form W-9

Sample #3, Page 1 of 2
Stand-alone Recording Agreement (recorded presentation with no honorarium or payment)
PRESENTATION RECORDING AGREEMENT

Thank you for allowing Puget Sound to record and to use materials from your presentation. This will be valuable to faculty, students, staff, and the community to document this important event at Puget Sound.

Title or description of presentation **“Music of the Night Creatures”**
 (“Presentation”):
Presentation date: **February 26, 2015**
Guest name (“Guest”): **Geraldine Zamboni**

The Guest hereby grants to Puget Sound and its sublicensees in perpetuity, for no additional payment or consideration, the following authorizations in connection with the Presentation:

- (a) *Recordings.* Authorization to make audio and video recordings of the Presentation, and to use, encode, digitize, copy, edit, modify, transcribe, excerpt, duplicate, transmit, publicly display, and publicly perform such recordings, in any and all media now existing or hereafter developed or discovered, including via broadcast, streaming, television, cable, radio, and the Internet, throughout the world.
- (b) *Materials.* Authorization to reproduce, distribute, advertise, promote, and publicize any written or visual material submitted in connection with the Presentation, in whole or in part, in any media, as part of a course book or any other Puget Sound publication.
- (c) *Other Information.* Authorization to use the Guest’s name, image, likeness, and voice in connection with the exercise of the authorizations granted to Puget Sound in this Agreement.

The Guest represents and warrants to Puget Sound that (i) the materials are original to the Guest and the Guest has sufficient rights to grant Puget Sound the authorizations in this Agreement (without any payment by Puget Sound to any third party and without the need for Puget Sound to clear or obtain any additional rights to exercise these authorizations), (ii) the recordings and materials will not infringe or violate any copyright, patent, trademark, trade secret or other intellectual property, proprietary, privacy, personal or publicity right of any third party, and (iii) the recordings and materials are not libelous, defamatory or unlawful.

The Guest will indemnify, defend and hold harmless Puget Sound from and against any and all losses, liabilities, damages, costs and expenses (including reasonable attorneys’ fees) arising from or relating to any claim based upon any actual or alleged breach of the Guest’s representations and warranties.

The Guest hereby releases Puget Sound from any and all claims and demands arising out of or in connection with the authorizations included in this Agreement, including any and all liability arising out of Puget Sound’s recording of the Guest, the Guest’s voice, image, likeness and use thereof, and any and all claims for invasion of privacy, infringement of the Guest’s right of publicity, defamation (including libel and slander) and any other personal or property right, and the Guest agrees that the Guest shall not now or in the future assert or maintain any such claim against Puget Sound.

This Agreement will be governed by, and construed in accordance with, the laws of the State of Washington as applied to contracts performed therein but without reference to its choice of law rules.

Agreed to by Guest:

Acceptance Signature, Geraldine Zamboni

Date:

This section to be completed by a University of Puget Sound Representative (if applicable)

Presentation title: "Music of the Night Creatures"

Department/Program/Project host or sponsor: School of Music

Presentation location: Schneebeck Concert Hall

Name and department of recorder:

Recording device:

Recording length: