



## **MEDIA WAIVER/RELEASE**

I grant permission to the American Association of University Women (AAUW) Georgetown TX Branch, Inc. and its agents and employees the irrevocable and unrestricted right to use my name (first name/preferred name and last name) and to reproduce the photographs and/or video images taken of me (or denoted minor under the age of 18) for the purpose of publication, promotion, illustration, advertising, or trade, in any manner or in any medium. I hereby release AAUW and its legal representatives for all claims and liability relating to said name, photographs or images. I will make no monetary or other claim against AAUW for the use of said name, photographs or images.

Complete the following:

Name (print):

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Signature:

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If the subject is a minor (under age 18) release must be signed by a parent or guardian.

Date:

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Address:

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Name of subject  
(if subject is a minor):

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Relation to  
subject (if subject is  
a minor):

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(continued)



## AAUW Media Guidelines and Best Practices

The following guidelines and best practices are suggested when using photographs of individuals in an AAUW promotion using materials and media. It is important to consider when a release form from the photograph's subjects/models is **required before the photograph or a minor's name is published or otherwise made publicly available.**

### When a Release is **Not Typically Required**

A release is generally not required if AAUW members or others are:

- Photographed in a public space or at public events, including AAUW events. These types of photographs are often considered "AAUW related" photos.
- Invited to attend a group activity/event and chose to participate of their own free will.
- The photograph is taken in a non-public environment and the primary focus is not recognizable, such as when a silhouette, posterior/dorsal view, or out of focus shot is taken.
- AAUW officers or members.

### When a Release is **Typically Required**

A release is generally required if AAUW members or others are:

- The primary focus of a photograph taken in a non-public space, are recognizable, and have been recruited specifically to serve as subject/models.
- Minors (anyone under age 18). It is **REQUIRED** to obtain a release form.

### Best Practices

- Advise guests that photos may be shared through the AAUW's media outlet/s (e.g. AAUW-Georgetown Branch) newsletter, website, or in publicity.
- If an individual asks not to be in a photograph, respect his or her wishes.
- If an individual's image is shared and subsequently that individual requests his/her photograph be removed from a social media outlet, remove as a courtesy.
- Be very sensitive when using photos/media including minors. Aim for a broader image where the focus is not directly on the child and where he/she is not recognizable. If an image is to be used featuring a minor, a release form **MUST** be obtained.