



Assignment Photographic, Film, Audio Recordings

University of Hohenheim

Institute / Department _____

Address _____

Email address _____

– hereinafter referred to as **“University”** –

and

Name: _____

Address: _____

– hereinafter referred to as **“Contractor”** –

The University of Hohenheim and the Contractor hereby agree that the Contractor will make

☐ photographic recordings ☐ film recordings ☐ sound recordings (e.g. podcasts)

(hereinafter referred to in short as “Recordings”) for the University of Hohenheim.

Name, topic, event, shooting Note in-house or not in-house	_____ _____
Contact person	_____
Date time, duration of the assignment	_____ _____
Location	_____ _____
Agreed fee The fee covers all costs including travel and image processing.	_____
Visuals, Persons, Contents	_____
Declaration of consent of persons, models, guests	The basic consent for events is covered by the notes on taking photos. Declarations of consent or model contracts must be signed for Recordings of individual persons/groups. The University's templates are to be used for this purpose.

Delivery of the Recordings	From the overall material, a sensible and manageable selection of the best Recordings from each group of visuals is to be provided in digital form as an upload to the manja photo platform. Please send an email to the following address when the photos have been uploaded. Correct delivery process, if necessary, if photos are <u>not</u> to be uploaded to manja!
Formats	
Delivery of all Recordings by	
Intended use and rights of use	The University of Hohenheim holds the exclusive rights of use for the Recordings. The Recordings will be used for public relations and marketing on all media, including social and reporting media. The Recordings can also be passed on to multipliers and published by third parties, for instance in press releases. The Recordings can be used for non-commercial and commercial purposes. The University of Hohenheim will store the photographic recordings in the University's photo archive. Possibly indicate another archive/storage location (film archive, sound archive, photo archive of the Institute/Department).
Copyright notice	The Contractor agrees that his/her name will generally be mentioned together with the University of Hohenheim as the author. The Recordings used will (if possible) display the following picture credits. They will also be visible in the metadata of the Recordings. University of Hohenheim/

Place, Date

Place, Date

Name, Signature of the Contractor

Name, Signature of the University of Hohenheim