

## Photo Release Form Instructions

Please follow these instructions to complete the Photo Release form (page 2).

- Use **only the latest version of Adobe Reader** to complete fillable PDF forms. Macintosh and Windows versions of the free Adobe Reader are available from Adobe at <http://get.adobe.com/reader/>.
- **Before** completing the document **save** this form (PDF format) to a location on your computer. (Example: Desktop or Documents).
  - Select “save as”
  - Rename the PDF “LastName\_FirstName\_PhotoRelease”
- Once you have saved the form to your computer, you are ready to complete the form.
- **Open** the fillable form and complete all fillable spaces, including the electronic signature.
- After you have completed the form in its entirety, **save** a final version of the file to your computer.
- Email your completed form to the College of Business staff member who made the request.
- Some forms have a “Submit” button built into the form, which will allow you to submit the form via email directly from the form. These forms will automatically be attached to your email when you click the submit button.
- **Do not complete the form online within your web browser; your data will NOT be saved. Please save it to your computer first, and then fill it out.**

If you need further assistance, please contact the College of Business staff member who made the request.

# Photo and Recording Release

## AUTHORIZATION TO REPRODUCE PHYSICAL LIKENESS, VOICE, AND OTHER SOUNDS

For good and valuable consideration, the receipt of which I acknowledge, I hereby grant to Florida State University and its employees, agents, and assigns, the right to photograph and record me and use my picture, silhouette, any other reproductions of my physical likeness, recordings of my voice, singing or playing of instruments or any other related recorded sounds. Such recordings may appear in any still photograph and/or motion picture film or video or audio recording using any means or format. Such recordings or photos including voices and sounds may be used for educational purposes and for the promotion and advertising of Florida State University College of Business and Florida State University in general in any medium including print, digital, broadcast, online internet, internet and social media pages or any other medium in connection with such educational use, promotion and advertising.

I hereby certify and represent that I have read this Photo Release and fully understand its meaning and effect, that I am at least 18 years of age and otherwise legally competent to sign on my behalf and intend to be legally bound by signing this Photo Release.

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Signature

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**PLEASE DATE**

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Print Name

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Telephone Number

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Street Address

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Email Address

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City

State

Zip