Integrated Media Services
Event Recording Form

In order to expand the University's streaming media library, Integrated Media Services offers limited event recording and production services at no charge. After recording, the completed material ***must*** be hosted on one of the WSU Streaming Media Servers. Winona State University offers two different forms of media streaming.

WSU Secure Media Server: This server makes content available only to on-campus or VPN users (faculty, staff and students) who have access into the secured WSU Domain. The content may not be accessed by anyone outside of the campus network.

WSU Open Media Server: This server makes content available to both on-campus and off-campus users who visit the WSU web site. Viewers are not required to log into the campus domain. The content is free and available to anyone.

Winona State University will not knowingly reproduce, redistribute, or broadcast this program in any manner other than indicated on this form.

Copyright Consideration: Your program must not include any element that violates copyright. If you've used copyrighted materials with permission, you may be asked to provide Winona State University with written proof of release by the copyright owner(s). *Note –copyrights on written work and photography are frequently held by more than one owner.*

Please Print

Title of Event: _____

Presenter's Name: _____

Host: _____ **Department / Organization:** _____

Date of Event: _____ **Time**: _____ **Location:** _____

Recording Type: (select one) 1.Video+Audio ◯

2. Audio Only ◯

You must select one of the following options

WSU Secure Media Server – Available to WSU Domain users only	◯
WSU Open Media Server – Available to anyone via the University web site	◯

In addition to availability on one of the streaming media servers, your program may be burned to DVD for a fee. The DVDs will be inkjet-printed and packaged in either a paper sleeve, or a plastic case. This service requires billing to an authorized Winona State University Billing Code.

		Copies	Billing Code
DVD Duplication – printed, paper sleeve	$5.00/ea	_____	_____
DVD Duplication – printed, plastic case	$5.50/ea	_____	_____

I *(presenter)* approve the recording & streaming of my event, and the duplication of copies as indicated above. Further, I guarantee that the content of my program is free of any copyright restriction and agree to provide WSU with copies of any copyright releases I have acquired, should they be requested. Winona State University cannot be held responsible for any consequences resulting from possible copyright violation. I agree to defend and indemnify the University and/or the University's licensees and assignees and hold them harmless against all claims, suits, costs losses, damages, and expenses, including reasonable attorney's fees, that the University and/or the University's licensees and assignees may sustain by reason of any unlawful matter contained in the program.

Signature _____ Date _____

A copy of this form must be delivered to WSU Integrated Media Services prior to recording the event.
Integrated Media Services reserves the right to refuse your request for recording services.

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175 West Mark Street, Winona, MN 55987
Phone: 507-457-5110/fax: 507-457-5110
www.winona.edu/its/mediaservices