



Name of organization: _____ FEIN: _____

Website address: _____ If you do not have a website, attach brochure and detailed description of daily activities of organization.

1. Your organization (check all applicable):
 - Creates your own advertising, brochures, pamphlets, websites or other materials using photographs taken by you or someone in your organization.
 - Sells music or printed materials created, published or produced by someone within your organization.
 - Airs television, radio or internet broadcast segments, PSAs or shows.
 - Utilizes other forms of media (please describe) _____
2. Do you always obtain written waivers that specifically release your organization from all liability arising from personal or advertising injury, prior to using the likeness of others (e.g. pictures) or prior to using the work product of others? YES NO
3. Frequency of broadcast segments: N/A daily weekly monthly infrequently
4. Describe all media created, produced or published by your organization: _____

5. Do you employ a contractor for creation or legal review of any materials? YES NO
If yes, describe materials subject to review and type of review: _____
6. Does your organization carry any type media liability insurance (broadcasters' liability, publishers' liability etc.)? YES NO
If yes, describe policy and what exposure is it used to insure: _____

Completed by: _____ Date Completed: _____