GRANARY DIGITAL

Speaker release and recording consent form

Records a speaker's permission to be filmed and sets out how the recording will be used. Send it before the event, not on the morning.

A starting template, not legal advice. Check it suits your production, and take advice for anything unusual.

How to use this form

- Send it with the speaker confirmation, well before the event.
- The speaker reads it, asks questions if needed, and signs it.
- Keep the signed copy with the event file, and note who signed and when.
- Have your organisation's data protection lead or a solicitor check the wording before you rely on it.

1. The event

Event name *[The real name of the event, not a working title.]*	
Date	
Venue	
Organiser (name and email)	

2. The speaker

Full name, as it should be introduced	
Job title and organisation	
Session title *[Update this if the running order changes, and send the form again.]*	
Email address	
Phone number	

3. What is being recorded

☐ The talk ☐ The question and answer ☐ The slides ☐ Shots of the audience

[If people in the room may be filmed, say so on the booking page and on the signs at the entrance.]

4. Where the recording will be used

☐ The event website ☐ The video library ☐ Social channels ☐ Sponsor reports ☐ The event archive

☐ Other: _____

[Name each place. "All uses" is too vague to be useful.]

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5. How long it will be kept

Kept online or on file for *[A period, such as three years.]*	
Recording reviewed on *[A date, or the rule that sets it.]*	

6. Changes and removal

Contact for changes or removal (name)	
Contact email address	
How long to expect a reply *[Give a time frame, and make sure someone reads that inbox.]*	

7. The speaker's own material

☐ I confirm that I have the right to use any images, music or footage in my slides, or that I have cleared them before the event.

8. Agreement

I agree to be filmed at the event named above, and to the recording being used as set out in sections 3 to 5. I know how to ask for changes or removal, as set out in section 6.

Speaker: printed name	
Speaker: signature	
Date	

[Only if the speaker is under 18. A parent or guardian signs for them.]

Parent or guardian: printed name	
Parent or guardian: signature	
Date	

Office use

Received on	
Filed with the event file (Yes or No)	
Checked by	

Source: Information Commissioner's Office, consent guidance under the UK GDPR. The ICO is reviewing that guidance, so check the current version before you use this form.

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