

MEDIA AGREEMENT [EXAMPLE]

Thank you for your interest in [your project name]. To minimize disruptions of our programs and, most importantly, protect our participants' privacy, we ask all journalists, photographers, videographers and media covering our organization to abide by this agreement. Permission to interview, photograph or film stories of participants and/or our staff will be given once a signed copy of this agreement has been received. The purpose of this agreement is to:

- ❖ *Minimize disruptions to our programs*
- ❖ *Protect children, young people, their families and staff from media exploitation*
- ❖ *Promote the rights of the children we work with*

1. Visiting our Organization

- 1.1 Journalists must contact, and confirm with, [Job Title and email address] before any visit to our facility.
- 1.2 Media coverage of the facility, participants and staff is not permitted anywhere without the prior consent and knowledge of our Communications Team.
- 1.3 Media coverage of participants and staff must take place at our facility and nowhere else (for example: in the street, children's private homes).
- 1.4 No more than four individuals are allowed on a media visit.

2. Filming, Interviews and Photography

- 2.1 A full description of the purpose of the interview/photographs, including where and when the final piece will appear or be published, must be provided before authorization is given.
- 2.2 The best interests of the participants and staff should be reflected in the information gathering process as well as the final piece.
- 2.3 Interviews must always happen with an approved staff member present and must end whenever the participant wishes.
- 2.4 Participants and staff must always be asked permission in their own language before being filmed, interviewed or photographed.
- 2.5 Participants must be asked by an employee of our Organization and be informed about the purpose of the media visit. If the participant or staff member does not agree, they will not be pressed any further. Silence also means no.
- 2.6 Participants will only participate in an interview in their preferred language. If arranged ahead of time, one of our staff can act as a translator to facilitate this.
- 2.7 For interviews: It will be explained to the participants that they should only tell as much as and only what they want. No direct questions about sensitive family issues such as domestic violence, alcoholism or sexual abuse may be asked.

- 2.8 All skateboarding participants must be wearing appropriate safety gear (helmet, knee and elbow pads) during a skate session when being filmed or photographed.
- 2.9 Unless special permission is granted beforehand, participants or staff members under the age of 18 must not be named in the piece – their anonymity must be preserved therefore names must be changed for child protection reasons.
- 2.10 There should never be a link between a possibly traumatic story and a picture or footage of a particular child. Participants should never be identified as having experienced or as a victim of a particular issue, especially a traumatic one, for example HIV/AIDS, prostitution, trafficking, rape, drug use, etc.

3. Media Usage and Credit

- 3.1 Photographs and video material can only be used for the following media report and not posted on any personal forums such as blogs or personal social media accounts (Facebook, Instagram, Twitter, Photo Hosting Platforms etc.). Content should not be otherwise sold or monetised, except for the purposes outlined in this agreement.
- 3.2 Media must credit our Organization in all photos and video on all publication platforms including a link to our website [enter URL] and tag [enter @username] on all social media where shared.
- 3.3 For print: our Organization will receive a physical copy of the final media piece to be sent to [enter mailing address]. For online: Send a link to the piece to [organizational email address].

Please note that a member of the media who violates any of these terms may be asked to leave immediately, and must do so promptly and without dispute.

I accept these terms and agree to comply with the Skateistan Media Policy.

Name:

Organisation/Media Outlet:

Email:

Expected date of release:

Countries where media will be released:

Signatures:

.....Media

..... Skateistan

.....Date

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