



MEDIA RELEASE OPT-OUT FORM

College of The Albemarle (COA) uses faculty, staff and student names and writings, photographs, video and voice recordings for promotional purposes. Materials may appear in print or digital format on the COA website, in various other media formats, and in presentations, videos, social media, and the news media.

Permission is granted unless an individual opts out by submitting this form or by contacting the COA Director of Communications and Marketing at 252.335.0821 ext. 2420 or tammy\_sawyer32@albemarle.edu, to allow COA the unlimited right to use and reproduce individual photographs and videos, interviews, likenesses or the voice of faculty, staff and students in any manner consistent with COA's mission and for the internal or external promotional and informational activities of COA. Parents of students under the age of 18 may opt out of media releases for their student by submitting this form.

I understand and agree that unless an individual opts out, I waive any and all present or future compensation rights to the use of any of the above-stated material(s), including print, digital, electronic and online media.

You do not have to return this form unless you are choosing to opt out of media release.

TO OPT OUT OF MEDIA RELEASE – CHECK HERE:

- I do not give permission to be included in any media whatsoever. (For employees and students 18 and over)
I do not give permission for my minor child (under 18 years of age) to be included in any media whatsoever. (For parents of students under the age of 18)

\*SPECIAL NOTE: Anyone attending public events held at the college or on behalf of the college may be photographed, videoed, and/or live-streamed at these events as they are open to the public. Event examples include, but are not limited to, COA digital or live-stream broadcasts such as graduations, concerts, special events, recognitions, award programs, etc.

Student or Employee Full Name Date Form Completed
Student or Employee Signature Student or Employee Printed Name
Parent/Guardian Signature (If completing for a student under 18) Parent/Guardian Printed Name

The request to opt-out must be received by Tammy W. Sawyer, Director of Communications/Marketing within the first ten (10) days of the semester or within the first ten (10) days of enrollment or employment. You, or your student, may return the opt-out form, to Tammy W. Sawyer by scanning and emailing, mailing, or dropping it off at any of the COA front desk locations. If you drop it off, please be sure to address it to Tammy W. Sawyer.

Contact Information: Tammy W. Sawyer, COA Director, Communications and Marketing, 252.335.0821, ext. 2420 or tammy\_sawyer32@albemarle.edu