

# AUDIOVISUAL REPRODUCTION REQUEST FORM

## ORDER INFORMATION

Please use this form to request a quote for the reproduction of audiovisual materials from the collection holdings of the Chicago History Museum.

### **Ordering Process**

In order to serve you as efficiently and effectively as possible, we require all inquiries regarding audiovisual reproductions to be submitted in writing. To ensure that we have all the information we need to provide a quote, please fill out the attached form and email (preferred), fax, or mail the form to the address listed below. After receiving your request, our staff will email you a quote based on the statement of use and format requested, followed by a contract/invoice upon your acceptance of the quote. After we receive payment and a signed contract, your order will be processed.

### **Pricing**

The cost to obtain a reproduction of audiovisual materials will vary depending upon your anticipated use and the length of the digital transfer.

### **Turn-Around Time**

Due to a large volume of requests, it may take 1-2 weeks for you to receive a reply via email to your initial request. Turn-around time is approximately 4-6 weeks from receipt of payment, although additional time may be necessary depending upon the nature and complexity of the specific order and the availability of the materials requested. We are unable to provide rush services for reproduction of audiovisual materials.

### **Payment**

Prepayment is required for all orders. You may pay by credit card (Visa, MasterCard, and American Express), money order, cash, or domestic checks. For overseas payments, bank transfer payments may be arranged for an additional surcharge. We are unable to accept international checks.

### **Email (preferred), fax, or mail the completed form to:**

Chicago History Museum  
Rights and Reproductions Department  
1601 N. Clark St.  
Chicago, IL 60614  
[rightsrepro@chicagohistory.org](mailto:rightsrepro@chicagohistory.org)  
Fax: 312.266.2076

### **Questions?**

Please email:  
[rightsrepro@chicagohistory.org](mailto:rightsrepro@chicagohistory.org)

Please note that due to the large volume of requests, Rights and Reproductions cannot accept phone calls.

## CONTACT INFORMATION

Name:

Company/Institution (if applicable):

Address (City, State, Zip):

Email:

Phone:

## AUDIOVISUAL REQUEST

Please use this space to provide the collection title, creator name, and the title or number of the original materials. If you are requesting footage from the WGN collection, please list the clip numbers and a brief description. Additional space is provided on page 4.

Collection title:

Creator name:

Item title/number:

Collection title:

Creator name:

Item title/number:

Collection title:

Creator name:

Item title/number:

Collection title:

Creator name:

Item title/number:

Collection title:

Creator name:

Item title/number:

Collection title:

Creator name:

Item title/number:

Collection title:

Creator name:

Item title/number:

## STATEMENT OF USE

To the best of your ability, please provide us with information on your intended use of the requested materials by checking one or more of the boxes below and filling in the requested information. Where unknown, feel free to ask questions or provide us with additional usage information in the “additional information” section at the end of this form.

**Research, education, or reference**

**Exhibition**

Nonprofit or commercial: \_\_\_\_\_

Title of exhibition: \_\_\_\_\_

Venue or location: \_\_\_\_\_

Interior or exterior: \_\_\_\_\_

Duration of exhibition: \_\_\_\_\_

Promotional use, including web (y/n): \_\_\_\_\_

**Television, film, or video**

Nonprofit or commercial use: \_\_\_\_\_

Title of production: \_\_\_\_\_

Production company: \_\_\_\_\_

Distribution method: \_\_\_\_\_

Single country (provide name) or worldwide distribution: \_\_\_\_\_

Promotional use, including web (y/n): \_\_\_\_\_

Set dressing/deep background (y/n): \_\_\_\_\_

Term requested:  10 years  Perpetual

**Marketing, promotional, or advertisement**

Nonprofit or commercial: \_\_\_\_\_

Local/regional, single country, or worldwide: \_\_\_\_\_

Television ad, internet ad, or other: \_\_\_\_\_

Term requested:  1 year  5 years  Perpetual (Life of the Project)

**Internet**

Personal, nonprofit, or commercial: \_\_\_\_\_

Title of website or project: \_\_\_\_\_

URL: \_\_\_\_\_

Free Access or Fee-Based/Subscription: \_\_\_\_\_

**Other**

Please specify: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## FORMAT

- Listening/viewing copy only
  - Production copy (please list requirements below)
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## DELIVERY METHOD

Unless otherwise noted, audio reproductions will be delivered as an .mp3 file and video reproductions will be delivered as an .mp4 file. Files are delivered via a link to the file sharing platform, Box.com. Box.com does not require an account or subscription to access shared files. If you require an alternate method of reproduction delivery, please contact [rightsrepro@chicagohistory.org](mailto:rightsrepro@chicagohistory.org). Alternative delivery methods are not guaranteed and additional fees may apply.

### **Deadline for delivery:**

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Standard turn-around time is generally 3-5 weeks from receipt of payment. Rush service is not available for audiovisual requests; however we will try to accommodate your request in a timely matter.

## ADDITIONAL INFORMATION

Please use this space to provide any additional information about your request, including additional requests for materials.

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Thank you for your request! You will receive an email from [rightsrepro@chicagohistory.org](mailto:rightsrepro@chicagohistory.org) in approximately 1-2 weeks.