Podcast guest release form

Guest appearance

I agree to appear as a guest on **[Podcast or Show Name]**, produced by **[Producer or Company Name]** (the producer), in the recording described in this form.

My appearance may include:

- An interview, conversation, panel discussion or co-hosted segment
- Audio recording, video recording or both
- Recording in a studio, on location or remotely over a video or audio call
- Pre-interview calls, follow-up recordings and short promotional recordings

I understand that my appearance is voluntary and that I may decline to answer any question.

Consent to record

I consent to the producer recording my voice, image, appearance, words and performance during the recording session and any related pre-interview, follow-up or promotional recording.

I understand that recording may begin before the formal start of the episode and may continue until the session ends, and that the producer may keep material recorded during breaks unless I ask for it to be removed before publication.

Where I record remotely, I agree to the producer capturing my audio and video feed through the recording platform used for the session.

Grant of rights

I grant the producer, and anyone it authorises, a non-exclusive, worldwide, perpetual and irrevocable right to use the recordings and any content created from them.

This includes the right to:

- Edit, cut, shorten, rearrange, caption and translate the recordings
- Publish, broadcast, stream and distribute the episode on any platform
- Create clips, short-form videos, audiograms, quotes and highlight reels
- Produce and publish transcripts, show notes, articles and summaries
- Use the recordings in social media posts, newsletters, trailers and advertising for the show
- Include the recordings in compilations, archives, courses or later editions of the show

- Use the recordings in any media now known or developed in the future

I understand that the producer owns the episode and all recordings made by or for the producer.

Name, likeness, voice and biography

I authorise the producer to use my name, likeness, image, voice, biography, job title, business name and any photograph or headshot I provide in connection with the episode and the promotion of the show.

I agree to provide an accurate biography and to tell the producer if any details need to be corrected before publication.

I understand that the producer will not use my name or likeness to state or imply that I endorse a product, sponsor or service without my separate written consent.

Compensation

I understand that I will not receive payment, royalties or other compensation for my appearance or for any use of the recordings, unless otherwise stated here: **[Compensation, if any]**.

I understand that the opportunity to appear on the show and to promote myself, my work or my business is the full consideration for the rights granted in this form.

Guest warranties

I confirm that:

- I have the right to share the information, opinions and materials I provide
- I will not disclose confidential information, trade secrets or personal data that I am not authorised to share
- I will not knowingly make false or defamatory statements about any person or business
- Any slides, images, music, video or other materials I provide are owned by me or used with permission
- I will disclose any sponsorship, paid relationship or material conflict of interest connected with topics I discuss
- I am free to enter into this agreement, and doing so does not breach any contract or obligation I have with an employer or other party

I agree to tell the producer before publication if I become aware that anything I said or provided may be inaccurate, confidential or unlawful to publish.

Editorial control and no obligation to publish

I understand that the host and producer have full editorial control over the episode, including what is kept, cut, rearranged and how the episode is titled and described.

I understand that the producer is not required to publish the episode, any clip or any other content from my appearance, and may remove published content at any time.

I understand that I am not entitled to review or approve the episode before publication, unless the producer agrees to this in writing.

The producer may, at its discretion, consider reasonable requests to correct factual errors or remove information that is confidential or harmful.

Guest promotion

I may share, link to and embed the published episode and any official clips released by the producer on my own website, social media and newsletters to promote my appearance.

I agree not to edit, re-upload as my own content, sell or commercially license the episode or clips without the producer's written permission.

I agree to credit the show when sharing clips or quotes from the episode.

Minors

Where the guest is under the age of majority, a parent or legal guardian must review and sign this form on their behalf.

Where I sign for a minor, I confirm that I am their parent, legal guardian or otherwise legally authorised to provide consent on their behalf, and that I agree to the terms of this form for the minor.

Release of claims

To the fullest extent permitted by applicable law, I release the producer, the host and their owners, employees, contractors, distributors and licensees from claims relating to the authorised use of the recordings, my name, likeness, voice and biography as described in this form, including claims for invasion of privacy, right of publicity and compensation.

This release does not apply to use outside the scope of this form, to defamation by the producer, or to any liability that cannot legally be excluded or limited.

Privacy and recordkeeping

I understand that the producer may collect and retain my contact details, biography, recordings and this signed form where reasonably necessary to:

- Schedule and produce the episode
- Confirm consent and the rights granted
- Credit me correctly and respond to correction requests
- Respond to complaints, rights requests or legal claims

Information will be handled according to the producer's privacy notice and applicable data-protection laws. Recordings published under this form may remain publicly available after publication.

Final declaration

By completing and signing this form, I confirm that:

- I have read and understood the entire release.
- The information provided is complete and accurate.
- I consent to being recorded in audio, video or both.
- I grant the producer the rights to edit, publish, distribute and repurpose the recordings described above.
- I authorise use of my name, likeness, voice and biography as described above.
- I understand the compensation terms stated in this form.
- I understand that the producer has editorial control and is not required to publish.
- The warranties I have given are true.
- I had an opportunity to ask questions before signing.
- I am signing voluntarily.

Guest completion

Contact details

First name *

Last name *

Phone

Email *

Episode title or topic *

Recording date *

Recording format *

- ◯ Audio only
- ◯ Video and audio
- ◯ Live stream
- ◯ Remote recording

Name, job title and business to use in the episode credits

Links to share in the show notes and any sponsorships or conflicts of interest to disclose

Is this form being signed on behalf of a minor?

- ◯ No
- ◯ Yes, I am the parent or legal guardian

☐ I have read, understood and agree to the Podcast Guest Release Form above. I confirm that the information provided is accurate, that I am authorised to sign for any minor named where applicable and that I grant the rights described in this release. *

Signature *