

[Date]

Dear \_\_\_\_\_:

The University of Chicago would like to record your upcoming [lecture/seminar/performance/reading] [on/of] \_\_\_\_\_ at the University on [date].

Please confirm your permission for the recording of your [lecture/seminar/performance/reading], and the University's right to use, distribute, copy and edit the recording, in whole or in part, in any form or media for non-commercial, educational purposes, by signing below and returning this letter to me. A copy of the recording may be maintained by the University of Chicago Library.

We look forward to your visit, and will be happy to provide you with a complimentary copy of the recording.

Sincerely,

Agreed:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_