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 e-mail (preferred), fax, or mail the form to the address listed below. After receiving your request, our staff will e-mail 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.

Turnaround 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. Turnaround time is approximately 3–5 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.

E-mail (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
Fax: 312.266.2076

Questions?
Please e-mail:
rightsrepro@chicagohistory.org

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

Chicago History Museum | 1601 North Clark Street | Chicago, Illinois 60614

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:
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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:

Duration of exhibition:

☐ **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: ☐ 1–5 years ☐ 5–10 years ☐ Other (please specify):

☐ **Marketing, promotional, or advertisement**

Nonprofit or commercial:

Local/regional, single country, or worldwide:

Television ad, internet ad, or other:

Duration of ad campaign:

☐ **Internet**

Personal, nonprofit, or commercial:

Title of website or project:

URL:

Term requested: ☐ 1–5 years ☐ 5–10 years ☐ Other (please specify):

☐ **Other**

Please specify:

FORMAT

☐ Listening/viewing copy only
☐ Production copy (please list requirements below)

DELIVERY METHOD

☐ Pickup at the Chicago History Museum
☐ US Postal Service (no additional cost)
☐ FedEx (additional shipping charges billed to customer)

Deadline for delivery:

Standard turnaround 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.

Thank you for your request! You will receive an email from rightsrepro@chicagohistory.org in approximately 1–2 weeks.