Top Screen Copyright Request Letter Template

For Media – Film students use only. Read the Copyright Guidelines on the VCAA [Season of Excellence](https://www.vcaa.vic.edu.au/news-and-events/events-and-awards/season-of-excellence/Pages/Copyright.aspx) webpage before preparing your requests to copyright holders using the template text below.

**Remember: for your letter you need to OMIT this header and the grey/bracketed instructions in the template text below**

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[Recipient’s full name AND professional title - e.g. Rights Manager]

[Company / Organisation]

[Official Address / Postal Address]

[City/ Country, Postcode]

[date]

**Permission request to reproduce and exhibit copyright content**

Dear [First + Last name],

I write seeking permission to include your copyright content, as indicated below, in my film project which I am creating for my senior secondary school qualification and which I also intend to exhibit as part of ‘[Top Screen](https://www.vcaa.vic.edu.au/news-and-events/events-and-awards/season-of-excellence/Pages/TopScreen.aspx)’. Top Screen is an exhibition of final year student films, conducted as a teaching and learning event for senior secondary students, to support the Victorian Certificate of Education (VCE).

Screenings take place at the Australian Centre for the Moving Image (ACMI) and the Melbourne Museum, as part of the ‘[VCE Season of Excellence](https://www.vcaa.vic.edu.au/news-and-events/events-and-awards/season-of-excellence/Pages/Index.aspx)’ which is administered by the [Victorian Curriculum and Assessment Authority](https://www.vcaa.vic.edu.au/Pages/HomePage.aspx) (VCAA). Screenings are attended primarily by senior secondary students and are run on a cost-recovery basis. Screenings may also include secure stream screenings to schools. The exhibition runs from March to July.

The VCAA is a government authority in Victoria, Australia, responsible for the curriculum and examinations for all Victorian schools. This includes the administration of the Victorian Certificate of Education (VCE) examinations, the State’s senior secondary school qualification. The ‘Top Screen’ exhibition presents the high achieving filmmakers from the previous VCE season, to inspire and inform future VCE students and to provide the general public with an opportunity to experience outstanding student creations and performances.

As a condition of participation in the exhibition, the VCAA requires that students secure copyright permission for any third-party content included in their film.

DETAILS OF WORK FOR WHICH COPYRIGHT PERMISSION IS SOUGHT:

[Give full details of content: song/music title and extract time-markers (if only part used); text excerpt to be quoted/recited in script; artwork or imagery (if reproduced as a *focal point* in your film). Include any other identifying details for the requested content which can help the copyright owner to identify which work you want. Include concise documents or work samples as additional pages after the signing section of the letter, which can help identify the copyright holder’s work and how you intend to use it; OR omit the next line about attached documentation if you don’t need to attach anything further]

Please see also the **attached documentation** detailing my use of your content.

If selected for exhibition in ‘Top Screen’, my film would be on public display for three to six months. Public display may also include secure stream screenings to schools. Images/extracts from my work may also appear on the VCAA, ACMI and Melbourne Museum public websites, on social media associated with the exhibition and through other publicity channels, both during the exhibition and for the remainder of the year. Acknowledgement can be included within my film credits and where my film is displayed (on the exhibition label and in the catalogue).

If you are willing to grant permission for use of your content as described, please sign below and return a copy of this letter, stating your preferred form of acknowledgement. Alternatively, if you are not the rights holder for this content, I would be most grateful for any details you could provide as to whom to contact for copyright permission.

A response returned by email would be greatly appreciated. If you have any queries please do contact me.

Regards,

[print and sign your name]

[include *appropriate* contact details: refer to *Instructions and Checklist* *at end of the Copyright Guidelines*, Stage 2]

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I, ……………………………………………………………………………………………..

*[please state full name and position title]*

grant permission for my copyright content, described above, to be exhibited as part of the student film project in ‘Top Screen’. I further confirm that I am authorised to grant this permission.

My preferred form of acknowledgement is:

………………………………………………………………………………………………..

Signature ……………………………………………….…… Date………………..