



MEDIA QUESTIONNAIRE

Name of organization: _____

Website address (URL): www. _____

1. Does your agency use a logo in any of your materials? YES NO
 If yes, has this logo been copyright searched? YES NO
 By whom: _____
 Is your logo copyrighted or registered? YES NO
2. Are all media publications (including internet, commercials and written publications) subject to legal review prior to use? YES NO
3. Do you always obtain written waivers that specifically release your organization from all liability arising from personal or advertising injury, prior to using the likeness of others (e.g. pictures) or prior to using the work product of others? YES NO
4. Does your organization:
 - a. Publish written or recorded materials? YES NO
If yes, complete section A.
 - b. Have a website, host an internet chat room or message board? YES NO
If yes, complete section B.
 - c. Produce commercials, television show or radio show? YES NO
If yes, complete section C.

A. PUBLISHED MATERIALS:

5. Do you publish pamphlets, brochures or newsletters? YES NO
If yes, attach samples of each.
6. Do you publish recorded materials or books? YES NO
If yes, attach a catalog of materials.
7. Materials are designed by: employee volunteer contractor
 If materials are designed by contractor, is a certificate of insurance obtained, that includes coverage for personal and advertising injury? YES NO
8. What are the annual sales from materials produced or created by you? _____
9. Does your organization carry a publisher's liability policy? YES NO

B. WEBSITE / INTERNET:

10. Site is designed by: employee volunteer contractor
 If materials are designed by contractor, is a certificate of insurance obtained, that includes coverage for personal and advertising injury? YES NO
11. Does your website contain links to other websites? YES NO
If yes, who reviews the content of other websites: _____
12. Does your webmaster preserve historical "views" of your website? YES NO
 How often does this occur? _____
13. Do you sell any goods or services over the internet? YES NO
 Is transmission of private information secure? YES NO
 What are annual gross sales from the internet? _____
14. Does your organization sponsor a "chat room" or message board? YES NO
If yes, does your organization have procedures in place to monitor or edit messages? If yes, attach description of procedures. YES NO

C. RADIO OR TELEVISION:

15. a. How many commercials or public service announcements (PSA's) are produced either by you or on your behalf annually? _____
 b. What are the topics of each? Attach a separate sheet.
16. Commercials are produced by: employee volunteer contractor
 If materials are designed by contractor, is a certificate of insurance obtained, that includes coverage for personal and advertising injury? YES NO
17. Does your organization sponsor or produce a radio or television program(s)? YES NO
If yes, attach a program schedule and description of program.
18. Does your organization carry a broadcaster's liability policy? YES NO