

Educational Licensing Checklist

For libraries, K-12 districts, and universities

Use this checklist before offering your film to an institutional buyer. Each block reflects what libraries, K-12 districts, and universities expect from a well-stewarded educational license.

1. Chain of Title & Clearances

- ☐ Copyright registered in filmmaker's name
- ☐ E&O insurance in place
- ☐ All music, footage, and third-party clearances documented
- ☐ Written agreements with every principal contributor
- ☐ Clean chain-of-title memo available on request

2. Institutional License Scope

- ☐ Public Performance Right (PPR) explicitly included
- ☐ Single-site vs. multi-site vs. consortium tier defined
- ☐ Term length stated (annual, multi-year, or perpetual)
- ☐ Territory clearly named (US, North America, worldwide, etc.)
- ☐ Exclusive vs. non-exclusive terms stated in plain language
- ☐ Renewal process and initiator specified

3. Delivery & Format

- ☐ Streaming file (H.264 MP4, 1080p, >= 5 Mbps)
- ☐ Digital site-license link with institution-scoped access
- ☐ Physical media (DVD / Blu-ray) available on request
- ☐ Trailer file for institutional promotion
- ☐ Poster and key art assets (JPG + PDF)

4. Accessibility Deliverables

- ☐ Closed captions (SRT + burned-in versions)
- ☐ Subtitles for Deaf and Hard of Hearing (SDH)
- ☐ Audio description track
- ☐ Full transcript (PDF and DOCX)
- ☐ Accessible program description (PDF)

5. Curriculum & Program Materials

- ☐ Discussion guide aligned to buyer's audience
- ☐ Standards / learning objectives (K–12 or higher-ed)
- ☐ Trigger warnings and recommended grade levels
- ☐ Facilitator quick-start (one-pager)
- ☐ Suggested activities and reflection prompts

6. Buyer-Ready Documentation

- ☐ One-line logline + short and long descriptions
- ☐ Director statement and filmmaker bio
- ☐ Press quotes and festival laurels
- ☐ MARC record (for library buyers)
- ☐ Syllabi-ready description (for higher-ed)
- ☐ Plain-language Deal Memorandum provided before signing

7. Business Terms & Transparency

- ☐ Written fee schedule by tier (library / K–12 / university)
- ☐ Collection Account or clear waterfall for gross receipts
- ☐ Commission and expense definitions stated
- ☐ Reporting cadence (quarterly minimum)
- ☐ Filmmaker retains copyright; rights licensed only

Ready to license? Request a tailored quote at sharelovecollective.com/blog/educational-licensing-guide