

SWORDPOINT MEDIA

Free Podcast Session - Guest Media Release

1. Parties and free session

This agreement is between Juan Ortega, operating as Swordpoint Media (Studio), and the guest identified in the signature section (Guest). Studio contact: swordpointsolutions@gmail.com. The recording date is identified in the associated confirmed Calendly booking. This agreement does not itself reserve an appointment.

Guest authorizes Studio to record Guest's appearance, voice, and interview (Recorded Media) during a free, 30-minute, in-person podcast session with one straight-on camera angle. No payment or purchase is required for the base session. Optional paid services require a separate agreement and are not purchased through this release.

2. Ownership and permission to publish

As between Studio and Guest, Studio owns the Recorded Media and Studio's resulting edits, subject to rights in pre-existing materials and rights that cannot lawfully be transferred. Guest permits Studio to use Guest's name, likeness, voice, and recorded statements in connection with the Recorded Media.

Guest grants worldwide permission for Studio to edit, reproduce, distribute, display, publish, and promote the Recorded Media, the episode, and Studio's work in digital and other media. Studio may publish before Guest receives deliverables. No minimum publication or publication date is promised.

3. Deliverables and Guest reuse

Studio will deliver the raw base recording through a private Google Drive link within one week of filming. The free base service does not include editing, edited clips, or separately filmed behind-the-scenes footage.

Guest may edit and post delivered footage for Guest's own business and may use it in paid advertising. No credit to Studio is required. Delivery and this reuse permission do not transfer Studio's ownership. This permission covers rights controlled by Studio; Guest remains responsible for obtaining rights to third-party material Guest adds or uses.

4. Editorial control and removal

Standard free participation gives Studio editorial control and does not include Guest approval of edits, captions, posts, or publication. Guest does not receive a contractual right to demand deletion or removal of recorded statements solely because Guest later changes their mind. This does not waive rights or remedies that cannot lawfully be waived. Studio should preserve the meaning of Guest's statements and avoid misleading edits.

5. Intentional participation and confidential information

Guest should be intentional about what they say and share only information they are comfortable having recorded and published. Guest agrees not to knowingly disclose confidential information, trade secrets, private information about others without appropriate permission, or material Guest lacks authority to share. Guest should raise recording boundaries before recording begins. Participation does not establish a confidential relationship between Studio and Guest.

6. Booking and signing

Calendly must confirm the recording appointment, and Guest must complete this release through SignWell before recording. Booking and signing are separate steps. No payment is required to book or participate in the free base session.

7. Free-session cancellations and no-shows

Guest must give at least 48 hours' advance notice to cancel or reschedule a confirmed appointment, measured from the scheduled start time. Free guests may rebook after a cancellation or no-show, subject to available appointments. After a second cancellation or no-show, Studio may decline further free bookings. No paid cancellation, refund, or credit terms apply to this free session.

8. Arrival coordination and guest information

Guest's name and email are used for booking communication, delivery, and associating the appointment with this release. The signing service maintains the completed document and its signing record. The confirmed recording address and arrival instructions are provided privately before the session. Street parking is outside the gate.

This release does not collect license plates, vehicle make, or vehicle model. Any separately requested arrival information and its handling will be explained at the time it is requested. Questions about guest information should be directed to swordpointsolutions@gmail.com.

9. Complete review and electronic signing

Guest should review the entire agreement before signing and direct questions to Studio. This agreement covers the free base session only. Any additional services or different approval arrangements must be expressly agreed in a separate document. Nothing here waives rights that cannot lawfully be waived. An unsigned website page, typed name outside the actual signing process, or preview does not establish execution of this agreement.

Guest execution

By signing through SignWell, Guest acknowledges reviewing this agreement and agrees to the stated free-session participation terms, including recording permission and publication without prior Guest approval.

Guest full name

Guest email

Guest signature

Signing date

Complete these fields through the SignWell signing process. An unsigned copy is not an executed release.