

## SCHEDULE ONE

### GUIDANCE ON SUPPORTING MATERIALS & EVIDENCE

#### PLEASE READ IN FULL THESE IMPORTANT NOTES ON THE PROCEDURE OF SUBMISSION OF MATERIALS & EVIDENCE:

If you are submitting materials and evidence AFTER your Record Attempt has taken place, to accompany the submission of Materials, please ALWAYS sign and return the "RECORD CLAIMANTS EVIDENCE SUBMISSION RELEASE" attached as Page 4.

If you are submitting materials and evidence (which does not belong to you) AFTER your Record Attempt has taken place, to accompanying the submission of Materials, please ensure that the 'SUPPORTING MATERIAL RELEASE(S)' attached as Page 5 is/ are ALWAYS signed and returned.

Please note that without the submission of these signed releases, we will be unable to process your Record Claim.

#### PROCEDURE TO SUBMIT MATERIALS & EVIDENCE:

- The below Materials should be sent, for the attention of the Records Management Department with the Claim ID Number clearly marked to **Guinness World Records Limited, 184-192 Drummond Street, London, NW1 3HP, United Kingdom**. All Materials should be in **English** (with translations where necessary) and clearly marked with your **name, address and Claim ID Number**.
- GWR will be under no obligation to return any Materials to you in any circumstances.
- If the documentation you provide is not sufficient we may reject your claim for insufficient evidence and destroy the Materials you sent in within one month. It is your responsibility to make sure we receive a full claim.
- All Material submitted for Records that cannot be accepted is kept only for one month and then it is destroyed.
- You should note that we may be unable to confirm your status as a Guinness World Records® Record Holder until satisfied that we can use the Materials you have submitted in support of your Record Attempt in any media without further reference to you or any third party. This not only includes our world famous publications, but all manner of uses (by us or others) such as on television, radio, videocassettes, DVDs, licensed merchandise, and the internet.

- Therefore in advance of your record attempt you should consider carefully the type of Materials you intend to submit. This may be more difficult to do after the event if you lose contact with any of those involved. In many ways it is as important as the Record Attempt itself.
- It is for you to decide what to submit. We receive all forms of Materials including photographs, videotapes, audio cassettes, newspaper clippings and printed reports. Whatever you do, please try to keep your Materials as simple as possible to ensure that you control what you submit. If you include any photographs or video in your submission ensure that the photographer or camera operator has signed this form as he or she may own rights in those photographs or images. This should all be relatively easy to organise and describes most of the Material we receive. However as soon as you start adding other materials such as music, film clips and recordings from television broadcasts you may encounter rights difficulties. Depending upon the nature of your record attempt this may be impossible to avoid. But unless this further material is essential to your submission you should try not to include it.
- Please consider the Materials & Evidence list below (1-6) carefully including the details of Material which is owned by you (or others who have signed the appropriate form) as well as other Materials which you have included but may not own.
- Copies of video, photographs, official certificates and most other evidence are suitable, although original witness statements and log books must be sent in – photocopies of these will not be acceptable.

### **MATERIALS & EVIDENCE**

**1. Signed statements of authentication (“Statements”):** by two independent persons (“Witnesses”) who have attended the Record Attempt and can confirm all details of the claim:

- where applicable, at least one of the Witnesses should be qualified (or an official) in the subject area of the Record Attempt;
- the Witnesses must have “standing” in the local community, meaning that they must be prominent and respected. Examples of such persons include public notaries, justices of the peace, police officers, judges, mayors or town councillors and newspaper editors. The job or position of each Witness must be clearly stated on his or her witness statement;
- except where both the Witnesses are members of the same professional body, or are officials of a national sporting organisation (or equivalent body), the Witnesses must be independent of (i.e. not normally associated with or related to) each other as well as independent of you. Witnesses may not take part in the organisation or planning of the Record Attempt nor be a participant in it;
- You can replace the requirement for two witness statements, with **ONE** statement by a notary public, or a statement authenticated by a notary public;
- the Statements may not take the form of pre-prepared printed statements that are simply signed by the Witness. Each Statement must be compiled by the Witnesses themselves (on their

own headed notepaper where possible) and include the Witnesses' signature and full contact information (including name, address, telephone number and/or email address);

- the Statements should confirm (with detail where necessary) that you have abided by the Guidelines;
- all statements must be in English Language or professionally translated;
- for record attempts that take place over several hours or days, or cover a large area and several locations it is possible for more than two Witnesses to be present in "shifts". In this case GWR expects to see log books signed by the witnesses on duty, but two overall statements covering the event as a whole and indicating place, date, time, names of participants, record details, and confirming that the overall witnesses have spoken with all parties involved and have sufficient elements to attest to the authenticity of the claim.

## **2. Independent corroboration in the form of media coverage:**

This may include cuttings from local or national newspapers, specialist or general interest magazines, and recordings of television or radio news reports.

## **3. Video footage of the Record Attempt on VHS (PAL or NTSC), DVD or CD-Rom:**

Where possible, the original footage should also be supplied on DV or Mini DV.

## **4. High quality colour photographs:**

Photographs may be submitted in digital format on CD-Rom or DVD (taken at 300dpi in a 15cm x 15cm size), or in traditional photographic print or slide format. Colour photocopies are not acceptable. Print-outs of digital images are only acceptable if the photograph is also provided in digital format.

## **5. Where appropriate to the event, a signed and dated logbook showing that the attempt has been the subject of unremitting surveillance:**

Time and duration of rest breaks taken, where relevant, should be shown.

## **6. Measurements (where applicable) should be made by suitably qualified individuals and witnessed by the Witnesses:**

Accurate professional equipment should be used for measuring and all relevant measures must be given.

**SCHEDULE TWO**

**RECORD CLAIMANT'S EVIDENCE SUBMISSION RELEASE**

Name of Record Claimant: .....

Claim ID: .....

In respect of GWR considering my Record Attempt and submitted Materials:

1) I grant to GWR the right to use the Materials I am sending to GWR in connection with my Record Attempt for use by GWR in connection with the business of GWR, which includes use in any GWR publication, encyclopaedia, production, website or any other media;

2) I acknowledge that I have read and understood Schedule One, including the 'Important Notes' section which accompanies this Agreement and confirm that no parts of the Materials referred to in paragraph 1 above have been copied from materials owned by third parties;

3) I agree that I do not and will not require GWR to identify me as the author or creator of any of the Materials I am sending to GWR in connection with the Record Attempts, and that I do not and will not object to the manner in which GWR treats those Materials;

4) I acknowledge that so far as I am aware the information and facts I am providing are true;

5) I agree that the personal information I am providing, including my name and photograph, may be held and used by GWR and its agents or affiliates for all and any purposes connected with the publication and commercialisation of Guinness World Records®, and to the transfer of that personal information to countries outside the European Economic Area for these purposes;

6) I acknowledge that the words "GUINNESS WORLD RECORDS" and the star and column logo are trademarks of GWR, protected by trade mark registrations or applications for registrations throughout the world. I understand that if GWR confirms my record, GWR will license me to use the words "GUINNESS WORLD RECORDS" in referring to myself as a "Guinness World Records® Record Holder" for personal, non-commercial purposes only. I may not use the star and column logo or any other trade mark or logo used by GWR without GWR's further consent.

7) This Agreement shall be governed and construed in accordance with the laws of England and the parties hereby submit to the exclusive jurisdiction of the English Courts.

**(If you created any of the Materials for submission to GWR in connection with the Record Attempt, you must sign this Agreement below or get a parent/ guardian to sign if you are under 18 years of age).**

**Signature: ..... Parent/ Guardian (If applicable): .....**

**SCHEDULE THREE**

**SUPPORTING MATERIAL RELEASE**

To: GUINNESS WORLD RECORDS LIMITED (“Guinness World Records”)  
3<sup>rd</sup> Floor, 184-192 Drummond Street, London NW1 3HP

From: Name of Owner of Material (the “Owner”).....  
Address.....

Dated:

Dear Sirs

**“RECORD ATTEMPT – CLAIM ID: [ \_\_\_\_\_ ]”**

In consideration of the sum of One Pound (£1) (receipt of which and the adequacy of which is acknowledged), I assign to Guinness World Records Limited absolutely with full title guarantee free from all third party rights (where relevant, by way of present assignment of future copyright) the entire copyright and all other intellectual property rights of whatsoever nature (whether vested, future or contingent) in all Material (as outlined below) submitted by me or the Record Claimant in connection with the Record Attempt throughout the world for the full period of copyright and all renewals, revivals, reversions, reinstatements and extensions of the same and after that, so far as possible, in perpetuity. In addition, I hereby waive my entitlement to all so-called “moral rights” in the Work as provided for by the Copyright, Designs and Patents Act 1988 and any other such similar rights in any other country throughout the world.

I warrant that I am the sole author of the Work, that I am entitled to enter into this Assignment and that I have not disposed of or encumbered the rights in the Work in any way which would derogate from the assignment of rights under this Assignment.

**THIS AGREEMENT SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF ENGLAND AND THE PARTIES AGREES TO SUBMIT TO THE EXCLUSIVE JURISDICTION OF THE ENGLISH COURTS. YOU AGREE TO WAIVE ANY AND ALL OBJECTIONS YOU MIGHT OTHERWISE HAVE TO VENUE, OR TO THE PERSONAL JURISDICTION OF THE ENGLISH COURTS.**

I agree that I shall do all such acts and execute such documents as Guinness World Records may require to vest in or confirm to Guinness World Records or its successors in title and licensees the said rights.

**Signed:** .....

**Print Name:** .....

**Description of Material:** .....

Date Material was created: .....