

IMPORTANT NOTICE ABOUT PROFESSIONAL PHOTOGRAPHS SUBMITTED FOR USE IN YOUR DIRECTORY

Professional photographs are copyright protected. Reproducing copyrighted photography is against the law. As of March 1989, the copyrighted work does not have to have a copyright mark in order to be protected. Whether the professional photograph was submitted for use in the family section or the activity section of your directory, a written authorization from the copyright holder should be obtained. Enclosed is a Publication Authorization that can be used if any professional photograph, other than one from Lifetouch Church Directories and Portraits Inc, is used in your directory.

IMPORTANT NOTE: You must submit a signed Publication Authorization form for any and all professional photographs submitted for inclusion in your directory (including family section and activity section submitted professional photographs). The signed forms must be mailed with your layout materials to Lifetouch Church Directories and Portraits. In addition, please keep a copy of the forms for your records. Failure to submit the necessary Publication Authorization forms could result in a delay in the production of your directory; your directory will be put "on hold" until all Publication Authorization forms are received.

PUBLICATION AUTHORIZATION

I grant _____ ("Church"), located at _____ and Lifetouch Church Directories and Portraits Inc. ("Lifetouch") permission to use, copy, reproduce, display, distribute, publish, exhibit and transmit the photograph and/or other written material attached to this Authorization ("Work"), in whole, in part, or composite without restriction as to changes or alterations, in conjunction with or without my name, in the Church's directory and other materials prepared for the Church by Lifetouch (collectively "Directory"), using any means of communication (including but not limited to film, displays, samples, print media, and the Internet), at any place for any lawful purpose whatsoever.

I certify that I am the author of the Work and have the right to execute and deliver this Authorization.

I waive any right that I might have to inspect and/or approve the Work in the Directory.

Names of person(s) in photograph(s):

Date

Signature: _____
Name: _____
Organization: _____
Address: _____

Telephone: _____

(Photocopy as needed)