



# Newsletters and Website Permission to Publish Form

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This release form grants **EGA Cascade Stitches Chapter** permission to use the following information in our newsletter and/or on our website\*.

Please check all applicable boxes, and obtain a signature for use of information.

Item(s) Description: \_\_\_\_\_

Use: Website\_\_ Start Date \_\_\_\_\_ End Date \_\_NA\_\_

Requester: \_Susan Andrews\_ Requester email: \_\_DoctrSue@gmail.com\_\_\_\_\_

Ownership type (select all that apply)  Author  Designer(including stitch-guides)  Stitcher  Photographer

Live photographic subjects:  Likeness

Name: \_\_\_\_\_

First Last  Include first name?  Include last name?  Include last initial?

E-mail \_\_\_\_\_  Website: \_\_\_\_\_

Select which to include in citation

Permission granted by: \_\_\_\_\_ dated: \_\_\_\_\_

If a minor, signature and name of parent or guardian \_\_\_\_\_

Related owners and roles:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Notes for completing this form:

“Item”: Clearly describe the item being used. For example, “photograph of ‘*Piece Name*’ stitched by Jean S”.

“Use”: How this will be used. Is it for the newsletter and/or website advertising of an upcoming program? Is it for the website to highlight member stitching? For expected limited time use (e.g., advertising a program), provide start/end dates

“Requester” Who is creating the request ?

“Ownership type” One item may have multiple “owners”. A needlework piece may be designed by one person, stitched by another and photographed by a third. Each has a right to their part in the work. People not generally in the public eye have a right to control use of images of their likenesses.

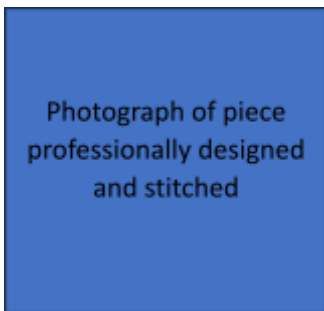
“Name” (and how it appears in the citation) Provide the full name, but also select how much of the name to include in the citation (primarily for non-professionals).

“Email”/“Website” Provide email at a minimum. Select the checkbox for either email and/or website to have the information included in the citation

“Permission...” E-signature using Acrobat Reader’s signature function is acceptable.

“Related owners and roles”: this is a listing of other known people with ownership interests in the material. It may be completed by the requester and/or the person receiving the request

## Example Citations



“*Piece Name*”

Designer: Jane Doe  
Designer email and/or website  
Other credits: [photographer, stitcher, stitch guide]



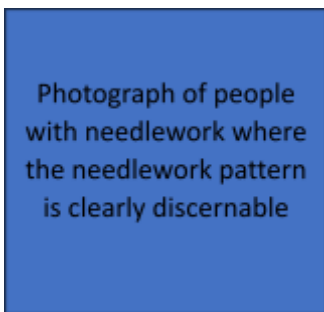
“*Piece Name*”

Designer: Jane Doe  
Designer email and/or website  
Stitched by: Jean S.  
Other credits: [photographer, stitch guide]



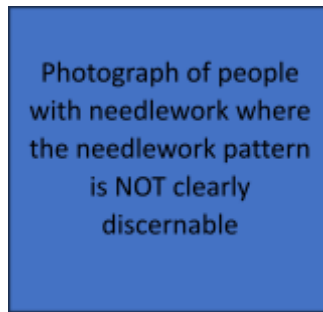
“*Piece Name*”

Designed and stitched by: Jean S.  
Other credits: [photographer, stitcher]



Event name/Location/Date  
People names (as permitted)  
Photographer  
Information for each identifiable piece  
“*Piece Name*”

Designer: Jane Doe  
Designer email and/or website  
Other credits: [stitcher, stitch guide]



Event name/Location/Date  
People names (as permitted)  
Photographer