

PHOTO CONSENT AND RELEASE FORMS PROCESS

This form is to be used when taking photos, video and/or audio recordings in connection with St. Peter Lutheran Church. By completing this form the person(s) is/are giving consent/permission for use to St. Peter's website, publicity, illustrations and/or advertising.

- The person(s) in charge of an event or program or the person taking the photo(s), video(s) or audio recording(s) will be responsible for obtaining all information on the form in order for any photos to be used in print or electronically.
- The person(s) in charge is responsible to verify a photo release form has been completed prior to requesting use of any photos for publication, advertising and/or for use on the website.
- A completed signed form must be verified by the person(s) in charge of the event or program prior to forwarding any photos, videos and/or audios to the Website Administrator, or any individual who may want to use any such photos, videos and/or audios.
- The form is to be forwarded to the Website administrator.
- Photo consent release forms will be maintained in a binder in the church office.
- Individuals need only complete and sign one consent per year. If you are a family then you need sign only one form but each family member's name must be written on that form.

If we are at an event (New Hope Ministries, Hunger JAM), etc) with outside people and they verbally say we can take their picture we need to have them sign a photo consent and release form. Technically, if you are at a public event you are fair game, but since most of St. Peter events are private/indoors/volunteer in nature it's best to have the release signed.

If you are a chair of a committee it is your responsibility to notify your sub-committee chair person(s) so they are aware of the photo consent release form and the process.

An original form is kept in the church office in a binder marked "Policies". The forms are also in the church sanctuary or can be obtained by seeing an usher.

Thank you for your time and attention to this matter. If you have any questions or concerns please feel free to contact me either by telephone 717-487-2564 or email funstod@yahoo.com. Diane Funston Smith, Website Administrator and Communication Chair.