

*National Longhouse®  
Program Support*

Regional Advisory Lodge

MODEL CONSENT /  
IMAGE RELEASE  
PACKET



## INTRODUCTION

One important item that can be overlooked by a Regional Advisory Lodge is obtaining a release for any photograph or artwork used in an electronic or printed publication. Such a publication can include a newsletter, web site, handbook, flyer, or a brochure. By opting to use the following forms, a Sandpainter, Web Spinner, or other officer can reduce the risk of liability for his or her lodge.

Depending on the circumstances, the following forms should be used either singularly or in combination:

### **Letter of Agreement**

*Use this form to get the owner's permission for **FREE** use of his/her photograph or artwork.*

### **Professional Photograph/Artwork Model Consent and Release**

*Use this form to get the owner's permission for **PAID** use of his/her photograph or artwork.*

### **Photograph/Artwork Model Consent and Release**

*Use this form along **WITH** either of the above forms, **IF YOU CAN IDENTIFY ANY INDIVIDUAL IN THE PHOTOGRAPH OR ARTWORK.** Each identifiable person must sign one of these!*

**REGIONAL ADVISORY LODGE  
LETTER OF AGREEMENT**

Dear Contributor,

Thank you for your submission of a photo or artwork to be used by the

\_\_\_\_\_ for its program related materials.  
*(Regional Advisory Lodge)*

By submitting your photograph or artwork, you are granting the above Regional Advisory Lodge non-exclusive, worldwide rights for use of your work in the print or electronic versions of its program related materials and in any future derivative products that pertain to these materials, and other purposes that the above Regional Advisory Lodge deems appropriate, including print, video, Internet, hats, attire, advertising, and promotional purposes. You also agree that all reproductions of these photo(s) or artwork(s) in any form made or used in relation to this release are and shall remain the property of the above Regional Advisory Lodge.

By signing this letter, you are confirming that you either own the photo/artwork yourself or that you have the permission from the owner to submit it for use by the above Regional Advisory Lodge for its program related materials.

If your work has an identifiable individual(s) in the picture, please have each individual sign an enclosed "Photograph/Artwork Model Consent and Release" form granting permission for his/her image to be used, and return it with this letter.

Please sign below to indicate your agreement to the conditions stated in this letter, and return the original to:

\_\_\_\_\_ *(RAL Name)*

Attention: Photo Permissions

\_\_\_\_\_ *(Street)*

\_\_\_\_\_ *(City, State, Zip)*

Sincerely,

\_\_\_\_\_ *(Name of Lodge Officer)*

\_\_\_\_\_ *(Officer's Title)*

\_\_\_\_\_  
**Contributor signature**

\_\_\_\_\_  
**Date**

REGIONAL ADVISORY LODGE  
**PHOTOGRAPH/ARTWORK  
MODEL CONSENT AND RELEASE**

A model release form is required for each identifiable individual in the photograph or artwork. Please have the individual sign this consent and release form, and return it to:

\_\_\_\_\_ (Name of Regional Advisory Lodge)

Attention: Photo Permissions

\_\_\_\_\_ (Street)

\_\_\_\_\_ (City, State, Zip)

DESCRIPTION OF PHOTO(S)/ARTWORK(S):

\_\_\_\_\_  
\_\_\_\_\_

PHOTOGRAPHER/ARTIST: \_\_\_\_\_

I hereby consent to the use of my image and likeness as set forth in one or more photo(s) or artwork(s) described above for such purposes as the above Regional Advisory Lodge and its affiliates deem appropriate, including print, audio/video, Internet, patches, hats/attire, and promotional uses. I also agree that all reproductions of these photo(s) or artwork(s) in any form made or used in relation to this release are and shall remain the property of the above Regional Advisory Lodge.

**Model's Name:** \_\_\_\_\_

**Model's Signature:** \_\_\_\_\_

**Model's Address:** \_\_\_\_\_

\_\_\_\_\_

**Model's Phone:** (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

If a minor under the age of eighteen (18) is involved, a parent or guardian must give permission by signing below:

Signature: \_\_\_\_\_

Relationship: \_\_\_\_\_

Minor's age: \_\_\_\_\_

Program Item: \_\_\_\_\_

Page: \_\_\_\_\_

*Advisory Lodge Use Only*

[REGIONAL ADVISORY LODGE]

## PROFESSIONAL PHOTOGRAPH/ARTWORK RELEASE

Permission to the \_\_\_\_\_ (Name of *Regional Advisory Lodge*)

Permission is hereby granted by: \_\_\_\_\_ (öLicensorö)  
for the above Regional Advisory Lodge (öPublisherö) to use the image:

\_\_\_\_\_ (image title/description)

by: \_\_\_\_\_ (artist/photographer) for use in the  
\_\_\_\_\_ (item/product) of the above Regional Advisory Lodge in its print and electronic  
(Internet) form. Rights granted include one-time, non-exclusive, English language, worldwide distribution rights.

Fee (if any) \$ \_\_\_\_\_

The Licensor agrees that there will be no additional fee for use of the image in a piece promoting the  
\_\_\_\_\_ (item/product), so long as it is used in the context of  
the page containing the image. It is agreed that such promotional usage may be in the print and electronic media.

The image will be credited in the \_\_\_\_\_ (item/product) as specified here:

\_\_\_\_\_  
\_\_\_\_\_

Licensor warrants that he/she/it owns the copyright to the above image and/or has the right to grant permission for use as described herein. Licensor further agrees to indemnify and hold harmless the Publisher against any and all third party claims arising out of the rights granted herein.

For photos or artwork depicting recognizable subject(s), Licensor warrants that it has signed model release(s) covering the use as described herein.

No officer, director, trustee, employee, member, or agent of above Regional Advisory Lodge or its affiliates shall be personally liable for the performance of or failure to perform any term or condition of this agreement. Licensor shall look solely to the Publisher itself for satisfaction of the PublisherÆs obligations under this agreement.

Please sign and return this Permission form to:

\_\_\_\_\_ (Name of *Regional Advisory Lodge*)

Attention: Photo Permissions

\_\_\_\_\_ (Street)

\_\_\_\_\_ (City, State, Zip)

Licensor's signature on a fax copy of this permission constitutes Licensor's acceptance of ALL terms of this permission.

ACCEPTED:

Licensor Name Printed \_\_\_\_\_

Federal I.D.# or S.S.# \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name and title of signer: \_\_\_\_\_  
(if different than Licensor name above)