

Release Form Tip Sheet

The Communications department at NACDD manages the use and archiving of Release Forms. This tip sheet helps to clarify when a Release Form is needed and how to use it.

Overview of release forms

- Release Forms are used to formally document a person's permission to have their image/likeness/quote used in publicity materials without further permission for how it is used and without payment to an organization to use it.
- A Release Form SHOULD be used when you are working with an individual to take their photo, videotape them, or quote them for use in NACDD publicity materials.
- A Release Form does NOT need to be used for crowd shots nor for quotes taken from the public record (like in public speeches or webcasts).

Step-by-step guide for how to use release forms

1. When planning an event, work with the Communications department to determine whether and how the event should be documented for publicity materials.
2. Bring paper copies of blank Release Forms to meetings where you will be photographing or videotaping the proceedings (blank forms are available from the Communications department). A Release Sign also is available for general filming or photography purposes.
3. Identify people to photograph or videotape, and ask them if they would like to be in a document or video for NACDD.
4. If the person agrees to participate, invite the subject to sign the Release Form before beginning filming. Explain the form, if necessary. If a person is uncomfortable, find a different subject to document.
 - a. A Release Form only can be signed by someone who is:
 - Over the age of 18 (or his or her legal guardian on behalf of a minor)
 - Capable of understanding what he or she is signing (or ask his or her legal guardian to sign on his/her behalf)
5. Complete the Release Form with the additional information about the event and return a scan or hardcopy to publications@chronicdisease.org within three business days.
6. When available, be sure to share the photos/videos/quotes collected with the Release Form with the Communications department at publications@chronicdisease.org.

For questions about the Release Form, contact the Communications department at Publications@chronicdisease.org.