

## Release for Adults

### *Permission for Taking and Using Photographs, Videos and Other Multimedia*

For the benefit of the programs administered by the Kentucky Cabinet for Health and Family Services, I (we), the undersigned, do hereby grant to the cabinet permission to take a photograph(s), video frame(s) or other multimedia of me and/or my (our) family. I (we) also grant to the cabinet permission to use the finished files or any other photograph(s), videos or audio clips of me and/or my (our) family that may come into the possession of the cabinet, for purposes of program development, education, and/or program promotion. I (we) further grant to the cabinet and all persons or agents acting with its permission or upon its authority the right to publish and/or publicly exhibit the photograph(s), videos and/or voice clips in any lawful and legitimate manner for the purposes set out above.

I (we) agree to hold the Cabinet for Health and Family Services and its employees and agents harmless and to release them from any and all losses, claims, expenses, actions, causes of action, costs, damages, and obligations from any use or misuse, or subsequent use or misuse, of the electronic assets outside of the purposes stated above, and which may arise from acts beyond the control or not due to the negligence of the cabinet, its employees, or its agents.

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Name (If family, spouses or partners should sign.)

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Street Address

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City

State

Zip Code

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Date

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CHFS Representative's Signature

## Release for Minors

### ***Permission for Taking and Using Photographs, Videos or Audio Clips of Minor(s)***

For the benefit of the programs administered by the Kentucky Cabinet for Health and Family Services, I (we), the undersigned, do hereby grant to the cabinet permission to take a photograph(s), videos and/or audio clips of the minor child or youth:

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Name of Minor

I (we) also grant to the cabinet permission to use the finished photograph(s), videos, audio clips or any other electronic assets of said minor that may come into the possession of the cabinet, for purposes of program development, education, and/or program promotion. I (we) further grant to the cabinet and all persons or agents acting with its permission or upon its authority the right to publish and/or publicly exhibit the photograph(s), videos or audio clips in any lawful and legitimate manner for the purposes set out above.

I (we) agree to hold the Cabinet for Health and Family Services and its employees and agents harmless and to release them from any and all losses, claims, expenses, actions, causes of action, costs, damages, and obligations from any use or misuse, or subsequent use or misuse, of the photograph(s), videos and/or audio clips outside of the purposes stated above, and which may arise from acts beyond the control or not due to the negligence of the cabinet, its employees, or its agents.

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Parent, Guardian, or Managing Conservator must sign.

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Street Address

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City

State

Zip Code

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Date

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CHFS Representative's Signature



## Using Photographs

If you or someone on staff has a talent for photography, you might consider submitting particularly interesting and vivid photographs for possible publication. Such photographs could include, for example, a volunteer talking animatedly with a client; a staff member standing amid boxes of donated clothes or school supplies; a day-care employee reading to a child; a provider brushing an elderly woman's hair; a foster parent soothing an upset child. What other ideas can you think of?

**WARNING: Anytime you photograph a client or identify a client by name, you must have a written release giving you permission to do so. It's a good idea to get a release from anyone, including a co-worker.**

Be sure to check with newspaper and newsletter editors to get their specifications for photographs. Most require:

- black-and-white prints;
- 5 x 7 inches or 8 x 10 inches in size;
- high quality reproductions;
- intriguing, interesting composition; and
- a succinct outline describing the action in the picture.

Most publications are not interested in:

- lines of people grinning at the camera,
- someone serving punch, or
- one person handing a plaque or certificate to another person.

Keep these tips in mind when you are photographing people:

- Take the photograph from an unusual angle—lie or kneel on the floor or climb a stepladder.
- Use props—particularly in office shots that are usually boring.
- Limit the number of people in each picture to five or fewer.
- Arrange groups of people so their heads are on different levels.

When a photograph or other artwork is included with a news release, label the top of the release "With photo" or "With art." Put a typed label on the back of each photograph or piece of art noting the subject, news release headline, and the cabinet's name.