



## PUBLICITY PHOTO INSTRUCTIONS

Your official WGM photograph must be a professional-looking portrait. The digital file(s) need to be 5" x 7" at 300 dpi.

When setting up your appointment, be sure your photographer understands that your photo will be used for print and web publicity purposes. These photographs are copyrighted material, and your photographer must give you permission before we can reproduce them, even if your photographs are taken in a ministry location. The photographer must sign our Copyright Release Form, and this form should be submitted to the Communications team. Keep in mind that you will also need a copy of the release if you choose to use an outside company to produce your prayer cards. A copyright release is needed even if the photographer is not a professional and even if they use your personal camera.

Your official WGM photograph can be taken either indoors or outdoors. If one family member is in national dress, all members of the family should wear national dress.

Take into consideration how you want your photo to appear on your prayer card—vertically or horizontally. (The photo used on your WGM website page must be horizontal.) A photo of the global worker (or global worker family) is on the front side of the card, and personal information is printed on the reverse side.

## COPYRIGHT RELEASE FORM

World Gospel Mission requests permission to use the photographs of \_\_\_\_\_  
(name of global worker)

for publicity purposes. Please read through the following information to understand how your photograph files will be used. As you will see, WGM's use of these photographs should not conflict with your business interests.

World Gospel Mission is an interdenominational, not-for-profit, missionary-sending organization. We are not subsidized by any denomination; therefore, our global workers are responsible for raising their own support.

We endeavor to assist our global workers with publicity materials. In order to do so, we need permission to reproduce photographs of our global workers. Our greatest uses of global workers photos are the production of prayer cards and for posting on global worker donation pages on www.wgm.org. Prayer cards have a photo of the global worker or global worker family on the front along with their name(s) and the name of their service location. On the back of the card is information about their global worker. These cards are printed in large quantities. Occasionally, a church or organization will request a photograph of a global worker for their own publicity, usually for a missions conference or their missions promotion.

We ask our global workers to order one 5" x 7" digital photo for publicity purposes. We need permission to use their photo.

Please sign the consent form below for our files. Our mailing address is P.O. Box 948, Marion, IN 46952-0948. (For further information, contact the Communications Department at 765.671.7214 or by email at communications@wgm.org.)

I hereby give consent to World Gospel Mission to use the digital photograph files of \_\_\_\_\_  
(name of global worker)

taken on \_\_\_\_\_ for all publicity purposes.  
(date)

\_\_\_\_\_  
(signature and date)

\_\_\_\_\_  
business name

\_\_\_\_\_  
address

\_\_\_\_\_  
city, state, zip

\_\_\_\_\_  
phone