



St. Stephen Lutheran Church Denial of Media Release Policy

The following statement should be posted in the bulletin annually, three times in the month of June and three times in the month of September. In addition, the following statement should be posted in the July and October editions of the St. Stephen Newsletter.

St. Stephen Lutheran Church often uses photo/videos taken at events, classes and worship in various publications and on our web site. We appreciate your right to privacy and if you prefer NOT to have photos/videos of yourself or your family used in this way, please see the church office for our Denial of Media Release Policy and Release form. This form is available for members and non-members since all are invited and encouraged to participate in events at St. Stephen.

Notes for Staff:

1. Denial of Media Release forms should be available at all large events (VBS, Sunday School registration, etc.). Any Denial of Media Release forms collected at these events MUST be returned to the office immediately.
2. Care should be taken when choosing close up photos for promotional pieces – we should try to use photos only of those we can identify. This is a bit more challenging in large group photos.
3. Anytime a new photo is chosen for a publication or for posting on the website, the “poster” should take care to check with the church office to ensure that no one in the photo is on the Denial of Media Release list.

**St. Stephen Lutheran Church
Denial of Media Release Form**

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By signing this form, you and/or your family have requested that no photographs or videos of you and/or your family be used in any publication, web site or other promotional item produced by St. Stephen Lutheran Church.

By signing this form, you also understand that this does NOT mean that photos and/or videos will not be taken but that St. Stephen Lutheran Church will not use any photos and/or videos of you and/or your family taken for any promotional items they produce.

Please sign this form and list all members of your family to whom this form applies.

(Signature) (date)

Please print the names of all members of family (including yourself):

(first,last) (date)

(first,last) (date)

(first,last) (date)

(first,last) (date)

(first,last) (date)

(first,last) (date)