



# Publication Approval Form

West Coast Action Photos, PO Box 313, Vida Oregon 97488

541-968-1100

## Lillian Howard - Owner WCAP

● **The approval process pending completion of the following:**

- A need for the product is clearly identified.
- The product does not duplicate others already in existence.
- The target audience is identified and the product is produced for that audience.
- The information/image(s) contained is credited to West Coast Action Photos
- The product is prepared in a manner that does not suggest lobbying or impacting legislation or budgetary decisions.
- The image(s) use does not endorse commercial products or entities nor shared with manufacturers or grant Businesses publication permission approval other than the applicant granted usage rights outlined below,

Name of Project (i.e., Athletics Brochure, Annual Fundraiser, Postcard, Guide)

\_\_\_\_\_

Date of Request \_\_\_\_\_ Preferred Delivery Date \_\_\_\_\_

Office Requesting Publication Contact Person Ext. \_\_\_\_\_

Yes, my department has funds in the printing budget. Account #: \_\_\_\_\_

**Type of Project:**

Postcard Brochure Newsletter Guide Article Other:

\_\_\_\_\_

**This Project is:** A new publication. A reprint with changes An update of an outdated publication.

\_\_\_\_\_

Quantity and Delivery (to be finalized at a later date) pending special image enhancement requests:

Estimated quantity is: \_\_\_\_\_ Delivery: via digital download unless otherwise specified.



**Description of Project:**

- Briefly describe the proposed project and its purpose (e.g. postcard promoting upcoming event, Newspaper, Travel Brochure, Cover image for Phone book, Magazine)
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- Who is your primary audience? Subscribers or promotional use.
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- Do you prefer a certain design look or special image effects applied? (If possible, please attach samples)
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- If you have a specific size requirement or preference, please indicate image size, custom cropping, text overlay requested :
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- Are there existing West coast Action Photos that you prefer? Archival database retrieval may require additional time if not within the current calendar year.
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\*Publication permission granted pending intended use approval. Additional intended use fees may apply. Completion of form application and approved written reply from West Coast Action Photos or approved representative(s).

All images are copyrighted property of West Coast Action Photos (WCAP) FOR PERSONAL USE ONLY and participants of the day of the event. Publishing use is the responsibility of the publisher assuming/requesting consent of participants within any/all images provided by West Coast Action Photos for print, social media, website use, promotion or inclusion for publication use.

Company/Name \_\_\_\_\_

Date \_\_\_\_\_/2017



Signature: \_\_\_\_\_ (typed in name unacceptable)

Publication Approval Authorized by: \_\_\_\_\_ West Coast Action  
Photos

Lillian Howard

**Thank you for considering West Coast Action Photos images towards possible inclusion within your intended use.**