



## PERMISSION REQUEST FORM

Thank you for your interest in using BGEA Copyrighted Material to proclaim the Gospel of Jesus Christ! Please complete and return this form to us if your request is not covered by the general permission described on our Legal Permissions web page, <https://billygraham.org/legal-permissions/>. Response time varies depending on the volume of requests received and the completeness of the information provided to us. Please allow four to six weeks. *Permission is not granted unless you receive a written response from BGEA with specific approval of your request.*

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### Your Contact Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Title/Position: \_\_\_\_\_  
Organization Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_ Website Address: \_\_\_\_\_

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### Describe the BGEA Material you wish to use (attach additional pages as necessary):

- Printed work (book, article, tract, etc.). Provide titles, issue information, scan of copyright page, etc. If you wish to use quotes, provide the specific quote, including the chapter and page number:
- Photo. Attach copy of photo, or provide link and any other source information included with photo:
- Audio/Visual. Provide title, link to source or description of source:
- Web site material. Provide link or URL address where material is located:
- Other (describe, giving original source information):

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### Describe your **project and all proposed uses** of our material (attach additional pages as necessary):

Describe what other material/content will be included in your project (such as other authors' writings, interviewees, photo subjects, footage, etc.):

What percentage of your project will consist of our material?

Will your completed project be offered for sale?  No  Yes If "Yes," will the price be limited to the recovery of costs?  No  Yes Please state expected retail price point:

Who is the intended target audience for your project (including language- and geographically-based target groups)?

Who is the publisher, if applicable?

Will your project be translated into other languages? If so, which ones?

Who will be providing translation services, if applicable?

In what formats will your project be distributed and the quantity?

Describe the distribution process (i.e., how and where will you market and distribute the work):

What is your deadline date?

Is there anything else we should know about your request?

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**The following general guidelines, terms and conditions generally apply when permission is granted. BGEA reserves the right to make exceptions, changes, or clarifications to these guidelines, terms and conditions, or any other communication relating to its Copyrighted Material at any time and for any reason.**

- BGEA retains exclusive ownership and control of all of its Copyrighted Material. All rights reserved.
- Any grant of permission is subject to BGEA's sole discretion and for its purposes, and accordingly, may be withheld or withdrawn at any time.
- Unless expressly noted otherwise, any permission granted will be nonexclusive and limited to one-time use.
- BGEA material already online must be linked to rather than presented separately on another site.
- The material you are requesting to use should constitute a relatively small portion of your whole project.
- You must use the credit line that we will provide you.
- Permission granted by BGEA is specific to the requestor and may not be assigned or sublicensed to a third party.
- Use of material must be for a non-commercial purpose and must not be sold for profit.
- Permission does not express or imply partnership with or endorsement by BGEA, and BGEA's Copyrighted Material may not be used to promote or advertise goods or services, or to raise funds for or promote any other non-profit.
- Permission to use BGEA Copyrighted Material does not include right to use the names, images, rights of privacy or publicity of Billy Graham, Franklin Graham, Will Graham, or the name of the Billy Graham Evangelistic Association for promotional purposes or in any way that would be dishonoring to them.
- BGEA photos may not be used on the front/back cover of your project without specific permission.
- BGEA reserves the right to request a royalty fee to cover administrative costs of making material available and/or to ensure that ministry resources are used in commercial endeavors only in exchange for adequate consideration.
- BGEA may add you to its communication list, and handle contact information consistent with its Privacy Policy, available at [billygraham.org](http://billygraham.org). You may opt out of such communications at any time.

**Mail, fax, or email the completed form to:**

Billy Graham Evangelistic Association

Attn: Legal Department

1 Billy Graham Parkway

Charlotte, NC 28201

Fax: 704-401-3008

Email: [permissions@bgea.org](mailto:permissions@bgea.org)