

PERMISSIONS TRACKING & PLANNING LOG

Item:	<input type="checkbox"/> Quote <input type="checkbox"/> Image <input type="checkbox"/> Interview <input type="checkbox"/> Endorsement <input type="checkbox"/> Broadcast Media <input type="checkbox"/> Music <input type="checkbox"/> Cartoon/Illustration	Requested from: Follow up dates:	Date Requested <input type="checkbox"/> Denied <input type="checkbox"/> APPROVED
Item:	<input type="checkbox"/> Quote <input type="checkbox"/> Image <input type="checkbox"/> Interview <input type="checkbox"/> Endorsement <input type="checkbox"/> Broadcast Media <input type="checkbox"/> Music <input type="checkbox"/> Cartoon/Illustration	Requested from: Follow up dates:	Date Requested <input type="checkbox"/> Denied <input type="checkbox"/> APPROVED
Item:	<input type="checkbox"/> Quote <input type="checkbox"/> Image <input type="checkbox"/> Interview <input type="checkbox"/> Endorsement <input type="checkbox"/> Broadcast Media <input type="checkbox"/> Music <input type="checkbox"/> Cartoon/Illustration	Requested from: Follow up dates:	Date Requested <input type="checkbox"/> Denied <input type="checkbox"/> APPROVED
Item:	<input type="checkbox"/> Quote <input type="checkbox"/> Image <input type="checkbox"/> Interview <input type="checkbox"/> Endorsement <input type="checkbox"/> Broadcast Media <input type="checkbox"/> Music <input type="checkbox"/> Cartoon/Illustration	Requested from: Follow up dates:	Date Requested <input type="checkbox"/> Denied <input type="checkbox"/> APPROVED
Item:	<input type="checkbox"/> Quote <input type="checkbox"/> Image <input type="checkbox"/> Interview <input type="checkbox"/> Endorsement <input type="checkbox"/> Broadcast Media <input type="checkbox"/> Music <input type="checkbox"/> Cartoon/Illustration	Requested from: Follow up dates:	Date Requested <input type="checkbox"/> Denied <input type="checkbox"/> APPROVED
Item:	<input type="checkbox"/> Quote <input type="checkbox"/> Image <input type="checkbox"/> Interview <input type="checkbox"/> Endorsement <input type="checkbox"/> Broadcast Media <input type="checkbox"/> Music <input type="checkbox"/> Cartoon/Illustration	Requested from: Follow up dates:	Date Requested <input type="checkbox"/> Denied <input type="checkbox"/> APPROVED
Item:	<input type="checkbox"/> Quote <input type="checkbox"/> Image <input type="checkbox"/> Interview <input type="checkbox"/> Endorsement <input type="checkbox"/> Broadcast Media <input type="checkbox"/> Music <input type="checkbox"/> Cartoon/Illustration	Requested from: Follow up dates:	Date Requested <input type="checkbox"/> Denied <input type="checkbox"/> APPROVED
Item:	<input type="checkbox"/> Quote <input type="checkbox"/> Image <input type="checkbox"/> Interview <input type="checkbox"/> Endorsement <input type="checkbox"/> Broadcast Media <input type="checkbox"/> Music <input type="checkbox"/> Cartoon/Illustration	Requested from: Follow up dates:	Date Requested <input type="checkbox"/> Denied <input type="checkbox"/> APPROVED

SAMPLE PERMISSIONS LETTER

Dear

I am contacting you on behalf of Susan Jones, a speaker in the Washington, DC area.

Ms. Jones would like to include a quote of Hillary Clinton's as the opening of one of her speeches. She will also use it to begin webinars and in various handouts.

The quote is as follows:

“When I say ‘It Takes a Village’, I’m not talking about geographical villages any longer, but about the network of relationships and values that do connect us and bind us together.”

Your early attention to this request is greatly appreciated. Please contact me by replying to this email or through the phone or fax noted below.

Thank you for your time and consideration.

Sincerely,

Pat Smith
Professional Virtual Speaker's Assistant
Pat@SpeakersAssistPro.com
www.SpeakersAssistPro.com
XXX-906-0978
FAX: XXX-496-2728

SAMPLE BROADCAST MEDIA PERMISSIONS REQUEST LETTER

Dear

I am contacting you on behalf of Susan Jones, a speaker in the Washington, DC area.

Ms. Jones is a former executive of the XYZ Companies and she is now speaking full time to inspire individuals who want to take on leadership roles in their companies.

We would like to use a clip from your recent TV special (see this link) to help show what great leadership looks like. Ms. Jones will acknowledge your contributions to this field in the speech as she shows the clip.

Your early attention to this request is greatly appreciated as she begins her speaking tour in just about eight weeks.

Thank you for your time and consideration.

Sincerely,

Pat Smith
Professional Virtual Speaker's Assistant
Pat@SpeakersAssistPro.com
www.SpeakersAssistPro.com
XXX-906-0978
FAX: XXX-496-2728