

## Poetry Out Loud Poem Streaming Permissions Guide

In order to stream recitations of poems over the internet or broadcast recitations on television, you must have permission from the poems' rightsholder. Here is the process of securing those permissions:

1. **Check to see the poem's status in [this spreadsheet](#).**
  - a. If the poem is marked "yes," the poem is all set to be streamed.
  - b. If a poem is marked "no," you must go through the process of securing permissions before the recitation can be streamed.
  - c. If you plan on broadcasting on television, please contact Justine Haka at [jhaka@poetryfoundation.org](mailto:jhaka@poetryfoundation.org) to find out if your poems have broadcast permissions.
2. **Contact the poem's rightsholder (many times, it's the publisher), as soon as possible, to get the rights to stream the poem.** Some publishers take a while to respond, so it's best to send your ask out as soon as you can. Contact information for the publishers can be found in the above spreadsheet. Be sure to mention it's for educational purposes, and that the use is non-commercial, and the viewership will be private and limited. Here is a [sample email](#) that you can use for this process at the end of this guide.
  - a. On the rare occurrence that a rightsholder asks for payment, please contact Justine Haka at [jhaka@poetryfoundation.org](mailto:jhaka@poetryfoundation.org).
3. **If you are unable to get the streaming rights for a poem in time for the contest, you can make alternate arrangements.**
  - a. For the National Finals, we play a short audio interview with the student instead of airing their recitation. Here is the language we've used in the past: "We regret that we cannot webcast the recitation of this poem because the rights holder has not granted permission."

### Other Concerns

- This permissions process is for any streaming of poem recitations for the Poetry Out Loud program. Unfortunately, the Poetry Foundation is not authorized to give any legal advice concerning poem permissions or other matters.
- We do not advise sharing recitations on social media outlets or outside of the one-time live stream. For requests from news outlets such as radio or television stations, please contact Justine Haka at [jhaka@poetryfoundation.org](mailto:jhaka@poetryfoundation.org).
- For any questions about this process, please contact [poetryoutloud@arts.gov](mailto:poetryoutloud@arts.gov).

## POL Permissions Email Template

### GREETING

I'm a POSITION [e.g. teacher, administrator] at ORGANIZATION [e.g. Springfield High School, Ohio Arts Council], and I'm reaching out to you with a permissions query. I work on [Poetry Out Loud](#), a national arts education program sponsored by the Poetry Foundation and the National Endowment for the Arts that encourages the study of poetry through a dynamic recitation competition among high school students across the country. The competition is entirely free to participate in, and non-commercial and educational in nature. As part of the POL competition, a student would very much like to recite the following poem:

"POEM" by AUTHOR from BOOK

ORGANIZATION would like to broadcast its [school, regional, state] competition via MEDIUM [e.g. Google Meet, Zoom, YouTube, public access television, etc.] on DATE [e.g. March 3, 2021 or more general, in March 2021; can also include leaving a recording up for a given period of time], but we do not currently have broadcast rights.

The Poetry Foundation has permission to include the poem in their online archive and on Poetry Out Loud's website via a previous agreement; now we are asking if we could broadcast a [live/recorded] recitation of this poem. The poem reciting would be accessible by AUDIENCE [e.g. 20 students and their families] for PERIOD OF TIME [e.g. once on DATE, for two months beginning...]. There will be many other poems in the competition, but this is the only one we need permission from you for.

Since the broadcast of the POL competition is noncommercial and educational in nature, we hope that this use may be approved without an additional fee.

We very much hope this limited, educational use could be approved, and this student can recite the poem in the competition. Thank you in advance for your assistance.

Warmly,