

Guidelines for Photography and Videography

This form is due two weeks prior to the ceremony, signed by the couple and the photographer and/or videographer. *Without this form on file, no photography or videography will be allowed.*

1. Photographers and videographers are asked to be as unobtrusive and quiet as possible.
2. Photographers may take pictures before and after the service in any part of the building.
3. Once the music begins, flash pictures are only allowed during the processional and recessional.
4. Allowed shooting positions: balconies, narthex, or no more than 4 rows in front of the rear balcony. Photos should not hold up the processional or recessional. No flash photography is allowed during the ceremony.
5. Photographs (with no flash) are permitted from the balconies.
6. Videos should be shot from a balcony or, if unstaffed and unobtrusive, the choir loft. Please discuss videos ahead of time with the wedding director.
7. The total allotted time for the ceremony (including pictures and take-down) is 4 hours, beginning 2 hours before the stated start time. Additional time may be purchased at \$45/hour (\$30/hour for the church and \$15/hour for the custodian). Additional time must be arranged no less than 1 month before the ceremony. Remember that the heat/air conditioning doesn't go on in the church until the allotted time slot, so if you are taking photos before the ceremony, you may want to purchase additional time.
8. Smoking is not allowed in the church at any time. No food or drinks, other than bottled water, may be taken into the sanctuary.

I have read and will abide by these guidelines

Couple:

_____ Printed name	_____ Signature	_____ Date
_____ Printed name	_____ Signature	_____ Date

Photographer / videographer:

_____ Business name	_____ Signature	_____ Date
_____ Contact name	_____ Phone number	_____ Email address

Additional photographer / videographer, if applicable:

_____ Business name	_____ Signature	_____ Date
_____ Contact name	_____ Phone number	_____ Email address