

Policy for Photographers & Videographers

Upon arrival, contact the Wedding Coordinator to review specific guidelines.

We welcome photographers and videographers, both professional and amateur, for still pictures and videotapes. The church itself is not a studio, but a sacred place in which a community of believers worships. The photographer and videographer should keep this in mind as they plan all their decisions before, during and after the celebration of Marriage. The following directives must be observed:

1. Because the Sacrament of Reconciliation starts at 4:00pm, and Mass of the Sunday Obligation at 5:00pm, all photography must be finished by 4:00pm for weddings on Saturday afternoon. **There are no exceptions to this rule.**
2. Wedding photographs may precede the marriage ceremony. At least fifteen minutes before the wedding begins, the photographing of the wedding party ceases. At this time, the photographer may check in with the Wedding Coordinator for any specific instructions.
3. Photographers and videographers may not enter the sanctuary at any time. They may photograph from the side or rear of the Church or from the choir loft only.
4. From the beginning of the actual ceremony (which begins with the procession) to the end of the (which is before the recessional) photographers and videographers are permitted in the center aisle of the Church to *discreetly* take photographs.
5. When the priest/deacon is at the pulpit for the Scripture readings or the homily, the photographer must be silent and still.
6. Formal portraits with studio equipment such as screens, props, etc., are not to be done in the Church but at home, the studio or the reception hall.
7. No Church furnishings are to be moved for pictures.
8. Flash photography is not allowed during the ceremony – only during the processional and recessional.
9. If flowers are moved – **absolutely no** flowers or plants may be placed on the altar of sacrifice. If plants are placed on the high altar, **NOTHING** may be placed on the altar area directly in front of the tabernacle.
10. Photographers and stationery video cameras are permitted in the choir loft of the Church as long as they are not on the organ or piano platforms or in the way of the organist and/or cantor.
11. Photographers and videographers should be dressed accordingly for the occasion. No jeans, shorts or t-shirts will be permitted.
12. The photographer is not allowed to stop or slow the progress of the liturgy.
13. Photographers should be prepared to begin taking the formal pictures immediately after the wedding party leaves in the exit process.
14. If formal pictures will be taken after the ceremony, a list of those pictures and the names of the people included in all of the photographs is to be given to the Wedding Coordinator at least one month prior to the date of the wedding. She will then facilitate these formal shots, along with the photographer, at that time to allow for an efficient and orchestrated manner for these photographs to be taken and to ensure that they are completed before the 4:00pm deadline.

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Please Print Clearly

Photographer _____

Company Name _____ Phone Number (____) _____

Videographer _____

Company Name _____ Phone Number (____) _____

Names of the Bridal Couple _____

I understand this policy and that if I violate any of it, the bride and groom will forfeit their \$100 deposit.

We agree to the policy stated above:

Bride or Groom Signature: _____ Date _____

Florist Signature: _____ Date _____

Return this form no later than one month prior to the date of the wedding to:

***Tina Garland, Wedding Coordinator
219 S North Street
Washington CH, OH 43160
office@stcolmanwch.org ♦ 740.335.5000.***