

# Private YouTube Livestream Procedure

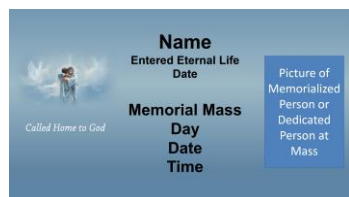
## Mary, Mother of God Roman Catholic Church

Please fill out the form on the next page in its entirety and scan or take a **readable, clear** photo of the form and email it back to [mpdagostino@gmail.com](mailto:mpdagostino@gmail.com) - you can also send a picture to be used (see below).

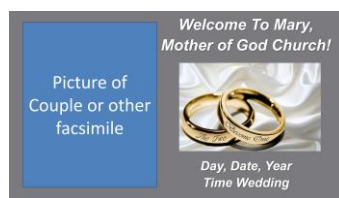
Once I know we can have a volunteer livestream the event I will email the requestor whose email address is on the form. The email will have a link to be given out to anyone they want to see the private event on YouTube.

When the event is over I'll make a thumb drive and notify the requestor by email it can be picked up in the AV room before any mass once 10 days since the event have passed.

For a Memorial/Funeral/Dedicated Mass we normally use this icon on YouTube or if you want to give us an image file (.jpg) or any image file we can do an icon like the second one.



For a wedding:



For a baptism:



I will email the "requestor" the YouTube URL they should tell friends, etc where the event will be livestreamed.

Sincerely,  
Matt D'Agostino  
AV Ministry, Special Events and Livestream  
Mary, Mother of God RC Church  
Hillsborough, NJ 08844  
Cell:732-713-4194

# Private YouTube Livestream Request Form Mary, Mother of God Roman Catholic Church

## Policy and Procedure for Streaming Weddings, Baptisms and Memorial Services

The Audio Visual Team (“AVT”) of Mary, Mother of God Church (the “Church”) will provide personnel and service to livestream weddings, baptisms and memorial services. A copy of the broadcast will be provided on a portable usb thumb drive or one provided by the person who is requesting a copy. The streaming service will use YouTube and a private link for the event will be provided to the requestor to give to family and friend so they may watch the event live.

This service is provided during the COVID-19 pandemic that restricts attendance at Church services. It allows family and friends to watch ceremonies that they cannot attend in person. The service is limited by the availability of AVT personnel to work the equipment. A month’s notice is needed to schedule the service and set up the date on the Livestream site.

Live streaming will be limited to use of two church cameras (side and rear views). PowerPoint® presentations will not be used. One digital photograph (JPEG format, preferably using a width-to-height ratio of 16:9) to be displayed on the two screens in church prior to the ceremony. If the event will be published on the Church’s Livestream website, this photograph will also be placed there for remote viewers to access.

There is no charge for the streaming service although the parishioner may make an offering to the Church in appreciation for the service.

Type of Event:    Wedding       Memorial       Mass       Funeral       Baptism    Other:

Requestor Contact:

**MMOG** Contact:

Requestor Phone:

Requestor Email address:

Name of person event is for:

Day    M    T    W    T    F    Sat    SUN

DATE OF EVENT:

mm/dd/yy

TIME OF EVENT:

### DISCLAIMER

The parishioner in using the video services acknowledges that the service is offered as a gratuitous accommodation by the Church and is provided free-of-charge by unpaid volunteers who are not professional videographers. The parishioner further acknowledges the possibility that equipment or internet malfunctions may prevent the streaming and/or recording of the event. Thus, the parishioner understands and agrees that all services provided hereunder are on an **“AS IS”** and **“AS AVAILABLE”** basis. The Church **DISCLAIMS ALL WARRANTIES AND CONDITIONS, WHETHER EXPRESS OR IMPLIED, OF AVAILABILITY, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT.** The Church makes no warranty or representation and disclaims all responsibility and liability for the completeness, accuracy, availability, timeliness, security or reliability of the services or any content thereof. No advice or information, whether oral or written, obtained from the Church, the AVT or through services rendered hereunder, will create any warranty or representation not expressly made herein.