

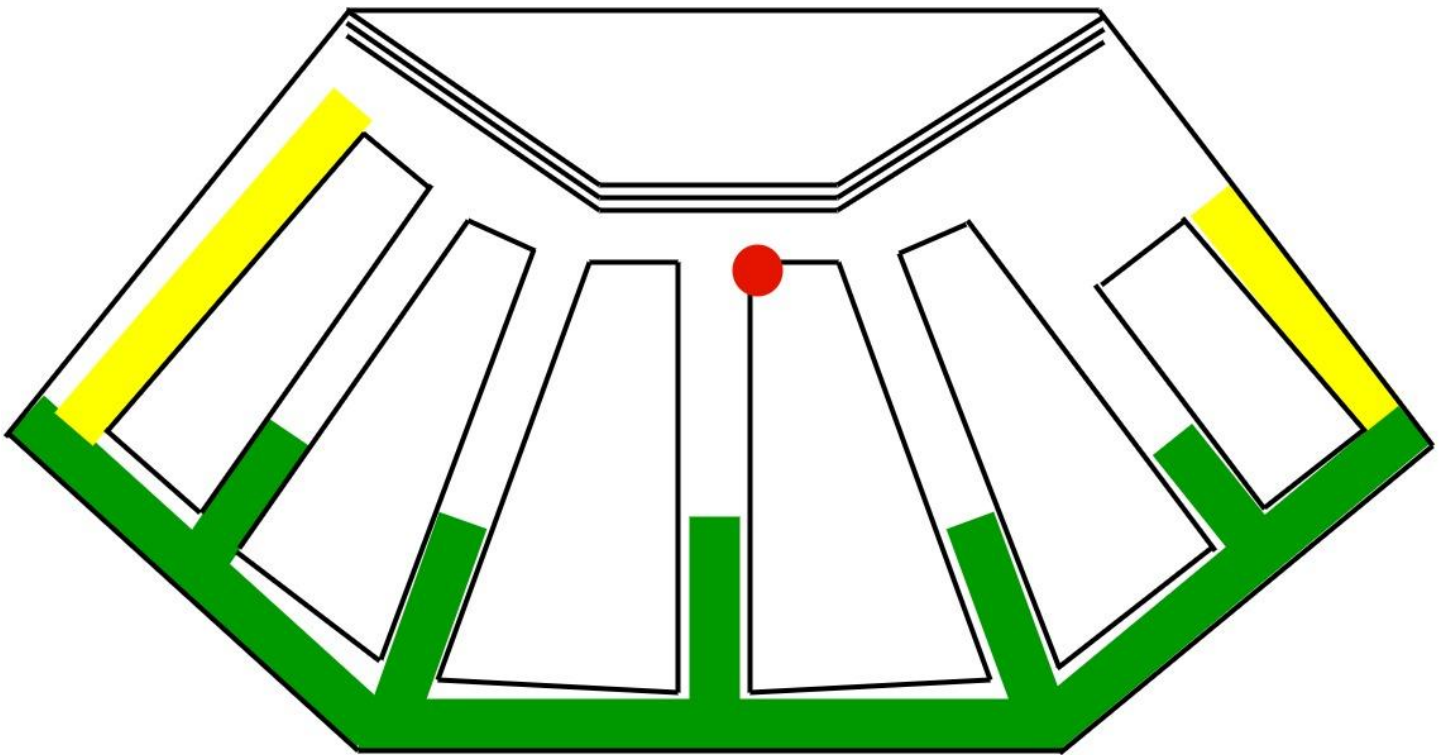


St Gabriel Catholic Church Photography/Videography Agreement

Any photographer and/or videographer working at St Gabriel Catholic Church are required to review the guidelines below and agree by signature 30 days prior to the wedding. St Gabriel reserves the right to ask any photographer and/or videographer who violates the following rules to either correct the violation immediately or to leave the premises:

- The photographer and videographer, including their staff and assistants, should be dressed appropriately for a formal church service.
- Photographs/video may NOT be taken inside the sanctuary before the wedding.
- Photos and video of all ushers should be complete 30 minutes prior to the scheduled start of the ceremony.
- Photography and videography during the ceremony will not be permitted by anyone other than the hired wedding photographers. Please also ask your guests to abide by this policy.
- The use of wireless mics on the officiant is not permitted.
- On-camera flash, off-camera flash, continuous lighting, or supplemental lighting of ANY kind will not be permitted at any time during the ceremony. Wires or cables may not be laid across any aisle or walkway, nor affixed to church property in any way. If needed, professional "gaffers" tape may be used to secure cabling to the flooring alone. Use of other tapes such as masking tape or duct tape is not permitted.
- Under no circumstances are the photographer or videographer permitted to enter the altar area (beyond the altar steps) of the sanctuary while on St Gabriel premises.
- Photographers and videographers should minimize movement during the ceremony so as to avoid becoming a distraction to those attending the wedding.
- Photographers and videographers are permitted to shoot from any interior aisle of the sanctuary to the rear of all seated guests, but may not proceed further forward than the rear 7 pews. *See diagram on p2.*
- Photographers and videographers are permitted to shoot from the perimeter aisles of the sanctuary, provided that they remain stationary for the duration of the ceremony. *See diagram on p2.*
- A single photographer or videographer may be position themselves near the first pew of the center aisle so as to capture the entrance of the bride, provided that: they kneel so as to not obstruct the view of the groom, wedding party, and officiant in any way; no tripods, monopods, or stands are used; they remain at the edge of the center isle; they enter and exit via a side aisle; and they immediately move to another permitted position as soon as the bride reaches the half-way point of the center aisle. *See diagram on p2.*
- St Gabriel does allow videography equipment to be positioned stationary at the rear of the center aisle after the procession (bride's entrance) is complete and the bride reaches the altar, provided that all equipment is removed prior to the recession (bride and grooms exit). *See diagram on p2.*
- Other than the above provision, any tripods, monopods or stands in use should be positioned 30 minutes prior to the wedding, must remain stationary throughout the ceremony, and may not be positioned in any aisle or walkway at any time.
- The photographer is allowed 20 minutes after the ceremony for posed photographs. During this time, the photographer is the person principally charged with ensuring that a respectful decorum, consistent with the sacred nature of the space, is observed by all involved. In the event the photographer has difficulties enforcing this, they may request the assistance of the Wedding Coordinator.
- Any posed photographs after the ceremony involving the Officiant should be taken first.
- Please be aware that the Columbarium (walled, gated garden in front of the church building) is a holy resting place for deceased parishioners and is strictly off limits for photography or videography at all times.
- St Gabriel does not provide internet connectivity nor public WiFi access to guests or vendors.

ALTAR SIDE



BRIDE'S ENTRANCE AREA



Allowed areas, to the rear of all seated guests.



Allowed areas, stationary throughout the ceremony.



Allowed area during the procession of the bride only. Entry and exiting this position via a side aisle only.

The photographer or videographer should direct any questions to the Wedding Coordinator during the time they are on St Gabriel premises and are required to cooperate with any direction provided by the Wedding Coordinator.

All technical questions should be directed to St Gabriel Technology Services via email (below) prior to the wedding date. Additional services (e.g. source audio, 4K ProRes camera ISOs from cameras permanently installed at St Gabriel, etc.) may be available directly to photographers and videographers. St Gabriel Technology Services can be reached via email at technologyservices@stgabrielchurch.org.

By signing below, the photographer/videographer agrees to abide by all rules and guidelines outlined above.

COMPANY NAME

COMPANY WEBSITE

CONTACT NAME

CONTACT EMAIL AND/OR PHONE

NAME(S) OF PHOTOGRAPHER/VIDEOGRAPHER ASSIGNED

BRIDE/GROOM NAME

WEDDING DATE

SIGNATURE

DATE