

POLICY FOR PHOTOGRAPHERS & VIDEOGRAPHERS

UPON ARRIVAL PLEASE 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 4:00 p.m. and Mass of the Sunday Obligation at 5:00 p.m., all photography must be finished by 4:00 p.m. 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, taking pictures 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 only.
4. From the beginning of the actual ceremony (which begins after the procession) to the end (which is before the recessional) photographers and videographers are not permitted within the four inner columns of the church.
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. The photographer is not allowed to stop or slow the progress of the liturgy.
10. Photographers should be prepared to begin taking the formal pictures immediately after the wedding party leaves in the exit process.
11. 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.

Photographer _____

Company Name _____

Phone Number _____

Videographer _____

Company Name _____

Phone Number _____

Names of Bridal Couple _____

I understand this policy and that if I violate any of it, the bride and groom will forfeit their \$100 deposit, and I will not be permitted to return to any weddings at St. Matthew the Apostle Church.

We agree to the policy stated above:

Bride or Groom Signature: _____ Date _____

Photographer Signature: _____ Date _____

Videographer Signature: _____ Date _____

This policy may be typed and saved to your desktop, then sent electronically to bvonau@stmatthew.net to be added to your wedding file. Please retain a copy for your records.