

# Photography & Videography Policies and Agreement form

## SAINT MICHAEL AND ALL ANGELS EPISCOPAL CHURCH

Marriage is a sacred and solemn event and the staff and volunteers of Saint Michael work diligently to be assured that the two persons being married are prepared for that event and are not in any way distracted from its importance. Therefore, the wedding Officiant and the Saint Michael Wedding Guild have the right to request the following guidelines be observed and reserve the right to deny a photographer or videographer services for future wedding at Saint Michael should these guidelines not be adhered to.

1. The Church or Saint Michael Chapel and other rooms reserved for the ceremony are available two hours prior to the wedding ceremony.
2. Photos and video of the wedding participants may be taken during this time. However, the bride and her attendants, and the groom and his attendants must be in their reserved spaces 30 minutes prior to the start of the wedding ceremony.
3. No church property may be moved by the photographer/videographer.
4. It is the decision of the officiant whether he or she will wear a microphone which feeds to the video equipment.
5. A maximum of two cameras and two pieces of video equipment may be used during a Church wedding. No camera of any kind is allowed in the front of the church. The photographer and/or videographer are to remain in one location at the rear of the church throughout the service; no moving about during the ceremony. The photographer is not to stand and/or remain in the aisle at any time. No photos are to be taken during the Lord's Prayer and other prayers during the service.
6. A maximum of two cameras and two pieces of video equipment may be used for a Saint Michael Chapel wedding. No camera of any kind is allowed in the front of the chapel. The photographer and/or videographer are to remain in one location at the rear of the chapel throughout the service; no moving about during the ceremony. The photographer is not to stand and/or remain in the aisle at any time. No photos are to be taken during the Lord's Prayer and other prayers during the service.
7. The Organists' sight lines to the altar are NEVER to be compromised. Please consult with the Organist prior to the service to determine the appropriate placement of the photographer/videographer.
8. When the procession begins, photos and video may be taken in the Narthex. (entrance to the Church or Saint Michael Chapel)
9. Only one photo of the bride and her escort may be taken when the door is closed following the bridesmaids' entrance and the slight pause for the brides' entrance.
10. No flash photography may be taken at any time after the bride enters the Church or Saint Michael Chapel.
11. During the service the photographer may take pictures using available light. Even with available light photography, there should be no noise or motion that calls attention to the photographer and thus detracts from the service.

12. Following the ceremony video and flash photography may be taken in the Church or Chapel. Photography will be limited to 30 minutes from the time the congregation departs from the sanctuary. (This is necessary because both the Wedding Guild and staff are limited by time in preparing for either the next wedding and/or the Sunday services which follow on the next day.)
13. It is expected that photographers and videographers will dress in a conservative manner suitable for a church service; **NO BLUE JEANS.**

This agreement, once signed by the photographer and/or videographer will be considered binding for the wedding that the photographer and/or videographer has contracted with for the ceremony to be performed at Saint Michael and All Angels Episcopal Church.

Name of Photographer \_\_\_\_\_

Name of Videographer \_\_\_\_\_

Address \_\_\_\_\_

Cell Phone \_\_\_\_\_

Name of Bride \_\_\_\_\_

Date & Time of Wedding \_\_\_\_\_

I have read the Photography/ Videography Policies and agree to abide by these policies. I understand that if I (or anyone on my videography/photography staff) breaks or disregards the church's policies, then I will not be invited back to Saint Michael and All Angles to provide my services.

\_\_\_\_\_  
*Signature of Photographer*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Videographer*

\_\_\_\_\_  
*Date*