

Photography and Videography Policy Agreement

St. Thomas Aquinas Catholic Church
(As of September 1, 2016)

Names of Bride and Groom: _____

Date of Ceremony: _____

Please see Wedding Coordinator for locations to set up equipment.

1. Neither the photographer nor videographer will stand inside or around the Altar rail at all during the procession, liturgy, or the recession. The wedding party may return to this area for flash pictures after the ceremony and recessional are concluded.
2. Cameras with flash attachments will NOT be used during the wedding ceremony. Flash pictures are not allowed and minimal movement of the photographer and videographer must never distract from the liturgy.
3. Cameras without flash attachments and video cameras may be used during the wedding ceremony. Photographers and videographers may stand with cameras in the balcony or behind the last row of guests, and may use side aisles to catch a picture or two but are to come directly back. Additionally, the videographer may place a stand-alone camera within the Altar rail placed close to the wall where the chairs are located for the priest/deacon. The videographer may only be allowed inside the Altar rail 5 minutes before the ceremony begins to turn on the camera and 5 minutes after the ceremony ends and the clergy has left the Altar after the recessional to turn off the cameras.
4. The center aisle may be used by photographers with a tripod only as far as the last guest is seated in the church. Videographers may shoot from the center aisle. Both must move their equipment in time for the recessional to happen without interruption.
5. If shooting from the balcony, all vendors must check in with Music Director, Mike Conrady prior to setting up equipment.
6. No extra lighting may be used by a photographer or videographer during the wedding liturgy. Available house lights only may be used.
7. When taking pictures of the wedding/wedding party, do not move, pick up, or touch items on the Altar. Additionally, do not place anything on the Altar itself or the table behind the pulpit.
8. The area behind the Altar is NOT to be used to stage a photograph at any time.
9. Please note that the judgment of the pastor or celebrant is definitive in all things. And, requests by the families, members of the bridal party, or visiting clergy may not supersede these policies.
10. The first violation will result in a request for compliance (warning) in writing from the Pastor's office.
11. The second violation will result in forfeiture of professional privileges at St. Thomas Aquinas Church.
12. The judgment of the pastor, celebrant, and/or wedding coordinator is to be sought and followed if there is any question.

Photographer/Videographer

Please Print Clearly

Business Name: _____

Address/Phone _____

I understand the above referenced policies and agree to abide by the guidelines.

Signature/Date _____

Separate agreements for photographer and videographer must be submitted.