

## **Wedding Photo & Video Policy**

### Welcome to the Professional

You have been asked by our couple to photograph or video their wedding to help them remember their sacred wedding day. We welcome you and look forward to working with you here at St. Mary's Church.

Of course, when we gather for a wedding, it is first and foremost a sacred rite. To maintain this sacred atmosphere, we have developed these policies and guidelines and require you to follow them in a most professional and discreet manner.

### Your Timeline

The couple has been allotted a specific period of time known here as the Building Use Times in their Wedding Contract. Since their wedding may be one of five different events that day, it is important that you adhere strictly to this schedule. In general, you will have a two-hour window of time, including the ceremony. You will have about thirty minutes before and thirty minutes after the ceremony to complete your activities.

Weddings at 11:30 AM must depart the building by 1:00 PM. Weddings at 1:30 PM must depart by 3:00 PM. No exception to the departure time is ever allowed; please plan carefully.

### Approved Locations

Before and after the wedding you may shoot anywhere in the Church or on the grounds. During the wedding you may shoot in the Church from the balcony, the rear, and the side aisles. At no time may you or the wedding party enter the sanctuary (altar platform area) for pictures or video.

### Approved Equipment

Before and after the wedding you may use flash and extra lighting, etc. anywhere in the Church or on the grounds. To protect the sacredness of the moment, no flash or extra equipment is ever allowed during the wedding itself.

Thank you for taking the time to read and understand our policies and guidelines. If you need further clarification or have questions, and would like to contact us before the wedding day, please call the parish to speak with your presider.

May God bless you for sharing your talents with our wedding couple!