

Photography and Videography Policy Agreement

St. Thomas Aquinas Catholic Church

(As of June 1, 2008)

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 the Altar rail once the parents have begun to be seated. 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. The wedding ceremony begins with the seating of the mothers and ends with the recessional.
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 in the side aisles. Additionally, the videographer may place a stand alone camera within the Altar rail but may only be allowed inside the Altar rail 10 minutes before the ceremony begins to turn on the camera and 10 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 without a tripod and only as far as the last guest is seated in the church. Videographers may NOT shoot from the center aisle.
5. If shooting from the balcony, all vendors must check in with Director of Music, Michael 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.

Violation of these policies will result in the couple's forfeiture of their deposit.

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.