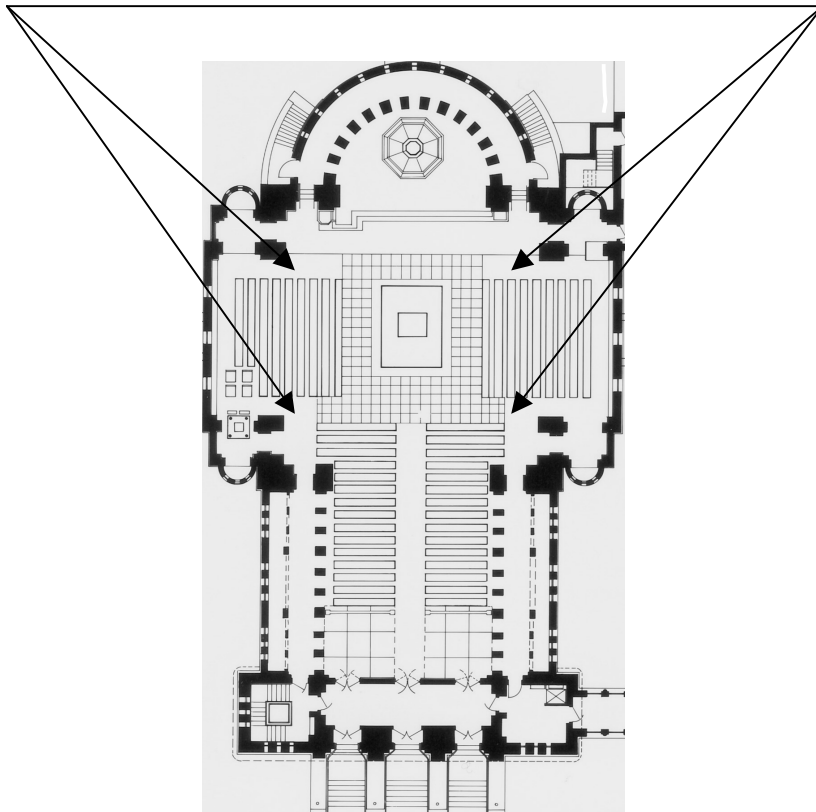


Saint Clement Church - Guidelines for Photographers and Videographers

PLEASE PROVIDE A COPY OF THESE GUIDELINES TO EACH PHOTOGRAPHER AND VIDEOGRAPHER

1. Please check-in with our parish Wedding Attendant upon your arrival. The attendant will review our photo/video procedures with you. The attendant will also request a copy of your business card for our files.
2. Weddings at Saint Clement are scheduled at 11 a.m., 1 p.m., 3 p.m., and 6:30 p.m. The set up time allowed is 30 minutes prior to the ceremony. A maximum of 15 minutes will be allotted for pictures after the ceremony ends.
3. Photographers/video personnel and their equipment are to be as unobtrusive as possible. They should not interfere with any aspect of the procession, liturgy, or recessional. Posing during the liturgy, waving to the couple or distracting from the ceremony is not allowed.
Flash photography or video lighting is not permitted during the liturgy.
4. Photographers/video personnel are not permitted in the baptistry, or any other place deemed inappropriate by the church staff. Video equipment cannot be obtrusive and must remain stationary. Photographers and equipment in the altar area must be confined to the corners of the dome area of the church – outside the gray floor area around the altar platform – and equipment must remain stationary. See the floor plan below.

During the ceremony, photographers / video personnel / equipment must be confined to these areas:



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5. **At the discretion of the organist**, a single stationary unmanned video camera may be placed in the northeast corner of the organ loft 20 minutes prior to the ceremony. The camera must be removed immediately following the recessional at the end of the ceremony.
6. **At the discretion of the organist**, photographers may take pictures from the choir loft, but must not interfere with the musicians. They may not stand behind the organist, or on the West side of the loft. They may not stand between any musicians and they may not move through the loft while music is being played. They may not take any photographs of the musicians unless the musician gives permission. The musicians take no responsibility for photographers not adhering to this policy and endangering the quality of the music. Any non-cooperation will result in the immediate removal of the photographer/videographer from the loft.
7. Microphones and/or electric wiring cannot be taped across the aisles. Sanctuary microphones are not to be disconnected or tampered with in any way.
8. Photo and video lighting racks are not permitted during the ceremony.
9. All equipment and containers are to be kept on the floor and well out of the way of traffic patterns. Nothing should be placed in or on the pews.
10. Standing on any pews for picture taking or posing is forbidden. The altar is a sacred place; nothing should be placed upon it, nor should it be used as a prop.
11. Altar candles and church decorations may not be moved or removed.
12. Musicians may not be photographed or videotaped without their explicit personal approval.
13. Because of the sacredness and formality of the wedding, proper attire is required of all personnel.
14. No food or beverage is to be brought into the church. Alcoholic beverages are not permitted on church grounds.
15. All voices must be kept down during photographic sessions. Shouting is inappropriate.
16. It is the responsibility of the wedding couple to ensure that photographers and video personnel receive these policies and abide by them.
17. Any questions about these policies must be directed to the Wedding Attendant on duty, not to the deacon or priest.
18. Any violation of these policies will be immediately addressed. Continued violations will result in the photographer/videographer being immediately asked to leave the church. We reserve the right to prohibit problematic photographers and videographers from working at Saint Clement.