



ST. FRANCIS OF ASSISI PARISH DIOCESE OF SAN JOSE

PHOTOGRAPHER/VIDEOGRAPHER Rules & Contract

We realize the importance of your role in preserving the memories of the couple's ceremony, however we ask that you also preserve and respect the sanctity of the religious ceremony.

The following rules must be followed during the ceremony and throughout the time you are in the church.

Please review the rules. If you feel you can meet these rules, please sign the contract, and return it to the couple. The signed contract must be received in the parish office **2 months before the wedding date.**

NOTE: Video cameras must remain stationary. The stations allowed for video cameras will be designated by the wedding ceremony coordinator. No electrical cables may be strung along the floor. Only with prior notification, accommodation can be made whereby the audio recording can be tied into the church sound system or to the officiating priest or deacon.

1. Picture taking must be completed within the time frame required.
2. Notify the wedding ceremony coordinator of arrival. The photographer/videographer must let the wedding ceremony coordinator know they have arrived. All equipment must be placed in the location as indicated.
3. Dress Code: A professional dress code is expected. Photographer/videographer and assistants must behave in a manner befitting a church setting.
4. Flash, Flood lighting and Equipment:
 - 4.1. NO flash or flood lighting during the procession or any part of the ceremony in the church.
 - 4.1.1. Artificial lighting for posed photographers arranged for or before or after the wedding ceremony is allowed provided this can be done with the time frame schedule. Lights will gladly be left "on" and candles lighted if desired. NO "gag" shots will be allowed.
 - 4.2. Equipment is not to be placed on the sanctuary area or any other sanctuary furniture at any time before, during or after the wedding.

5. During the Ceremony - be as unobtrusive as possible:
 - 5.1. During the entrance procession no one in the process should be asked to pause for pictures once the procession begins.
 - 5.1.1. If you'd like to take a video or photography during the procession, let the wedding ceremony coordinator know. No furniture or church décor should be moved.
 - 5.2. At no time should the photographer stand in anyone's view and prevent anyone from participating fully in the liturgy.
 - 5.3. The photographer must not enter the sanctuary area or cross in front of the altar.
 - 5.4. The photographer should not walk around the church during moments of liturgical prayer, silence, solo singing, scripture proclamations, sermon and the like.
6. All equipment must be packed up and removed NO LATER THAN the timeframe given to the couple.
7. NO business cards or other advertisement is allowed in the church or vestibule of the church.

One signed contract per Business:

Wedding date/time: _____

Name/s of couple: _____

Name (Photographer or Videographer): _____

Business Name or Address: _____

Email: _____

**I have read the St. Francis of Assisi Parish rules regarding photography/videography.
I understand and agree to follow these rules.**

Photographer/Videographer
Printed name & signature

Date