

Appendix H

Guidelines for Photographers and Videographers

Photographers, videographers, and their assistants must respect the sacredness of the wedding and the Church buildings. They must behave discreetly and reverently and follow the policies in this guideline. The directions of Holy Trinity staff must be followed at all times.

- Proper professional attire is required of all personnel.
- No food or beverage may be brought into the Church or Chapel.
- Please keep voices at a low level during photographic sessions.
- No photographer, videographer, or assistant is permitted in the sanctuary or behind the sanctuary at any time.
- Equipment may be set up 30 minutes prior to the beginning of the ceremony.
- All equipment must remain on the floor and be kept well out of the way of traffic patterns. Nothing should be placed in or on the pews.
- Photographers & Videographers may not place themselves in pews with guests in order to get a vantage point.
- Church decorations and furnishings may not be moved.

Photography

- At no point in the ceremony, is flash photography and or special/additional lighting permitted.
- Before the ceremony, the photographer may work in the outdoor areas, the parlor, hallways outside the sacristy, and on the main floor of the Church or Chapel.
- During the processional and recessional, there is no flash photography or special/additional lighting. Please advise your photographer and guests of this restriction. Only during the processional and recessional is the photographer permitted in the center aisle.
- During the ceremony, the photographer must remain in the side aisles (not the center aisle), and no closer to the sanctuary than the first pew.
- After the ceremony, the wedding party may have photos taken in the Church for 20-25 minutes. A late start to the wedding may result in shortened photograph opportunities. The Wedding coordinator will indicate when it is time to move on.

Videography

- A videographer must remain stationary throughout the ceremony with the exception of the processional and recessional unless an alternate position is granted by the Holy Trinity Wedding coordinator.
- No video may be taken of the musicians.