

# *Immaculate Conception*

## *Photo & Video Agreement Form*

We are happy to welcome you to Immaculate Conception Church! Whether you have been providing photography or videography to our church for many years, or this is your first engagement, please take the time to read the following guidelines so that you are fully aware of our policies.

- The use of drones in Immaculate Conception Church and church property is strictly prohibited.
- Professional wedding photography and videography may take place inside Immaculate Conception Church one hour prior to the wedding's scheduled start time and 1/2 hour after the scheduled end time.
- The Catholic Church is considered a sacred space. It is not to be used as a professional studio. Therefore, studio lighting equipment of any kind may not be used. Furthermore, it is the responsibility of the photographer to see to it that reverence and respect are observed in the church at all times during the picture-taking.
- Respectfully posed photographs of the bridal party and family will be taken in the church immediately following the ceremony. Large group photos (more than 20 people) should be taken outside the church.
- Photographers may not move, rearrange, or stand on church furniture. Step stools and ladders are not allowed in the church.
- Flash photography may only be used as the wedding party is processing into and out of the church. Flash photography may not be used at any time during the wedding liturgy. Videographer's may not use artificial lighting at any time inside the church.
- Photographers may not impede the movement or flow of the ceremony in any way, especially by having someone pause for a photo.
- Photographer and videographers may not enter the sanctuary (the elevated marble area) at any time during the wedding ceremony. We ask that movement be discreet and held to a minimum so as not to intrude on or draw attention away from the wedding ceremony. The Wedding Coordinator can provide you with a diagram on the day of the wedding of where photographers and videographer are allowed.
- Photos may be taken at other locations outside the church, provided it does not interfere with another event.

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Name of Bride: \_\_\_\_\_ Name of Groom: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Wedding Time: \_\_\_\_\_

Company Name: \_\_\_\_\_ Day of Coordinator Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I have read and agree to comply with the policies outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE RETURN THIS FORM TO THE BRIDE OR GROOM LISTED ABOVE