

POLICY FOR PHOTOGRAPHERS AND VIDEOGRAPHERS

**The Presbyterian Church of Danville
500 West Main Street, Danville, KY 40422**

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NAME OF BRIDE AND GROOM _____

DATE OF WEDDING _____

NAME OF PHOTOGRAPHER _____ VIDEOGRAPHER _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE # _____

PLEASE NOTE:

1. Photographer and Videographer shall consult with officiating minister prior to the ceremony.
2. **The following guidelines must be followed at all times:**
 - a. At no time and under no conditions shall flash photographs be taken or videotaping requiring flash or special lighting be used while the ceremony is in progress.
 - b. Pictures may be taken in the bride's room, the foyer, and the narthex (if the doors into the sanctuary are closed) before the processional starts.
 - c. Time exposures or shots and video-taping using available light may be taken only from the balcony during the wedding service, provided there is no noise or other distractions. Only one video camera can be used in the balcony.
 - d. Pictures of bridesmaids and bride may be taken from the center aisle, under the balcony, as they enter the sanctuary during the processional.
 - e. A flash picture of the bride and groom returning down the aisle may be taken during the recessional.
 - f. Pictures of the wedding party may be taken in the sanctuary prior to the start of the service. Such photography should be completed 30 minutes prior to the wedding. Following the wedding service, the wedding party may return to the sanctuary for pictures, and flash and lighting equipment may be used at that time. Out of consideration for the guests, the wedding party and the church custodian, it is suggested that taking pictures following the ceremony be concluded within thirty minutes.
3. All of the Photographers' and Videographers' supplies and equipment must be removed from the building the day of the event.
4. Any photographer or videographer who does not provide proper care for the space or follow the general policies will be denied the opportunity to photograph future weddings.
5. Any damage done to church property by the photographer, videographer, or his/her staff will be repaired by the church. The photographer or videographer is responsible for payment.

I have read the policy stated above and agree to follow these provisions.

Photographer _____ Date _____
(Please sign, date and return this form to the church office. Keep one copy for your personal file.)

Videographer _____ Date _____
(Please sign, date and return this form to the church office. Keep one copy for your personal file.)