

Dear Photographers,

Planning a wedding is huge job and involves many people. We are glad that you will be a part it. However, to ensure that everything is done correctly and run smoothly, we ask that would please take a moment and read the Policies and Procedures at St. Paul Lutheran Church for Photographers and Video Cameras.

- If you have not photographed a wedding at St. Paul Lutheran Church before, please call Sue Church at 734-676-1565 ext. 118 to set up a time to view the church two weeks before the scheduled wedding. **Photographers or videographers are not allowed at the rehearsal.**
- The time allowed for pictures will be **one hour before or one hour after** the wedding.
- For Saturday weddings, we have a very tight time period, since we have a 5:00 p.m. worship service. Everyone from the wedding **must be out** of the church by 3:45 p.m.
- If there are multiple weddings on the same day, photographers will not be allowed into the building until one hour before the wedding for which they are photographing.
- Video-taping from the front will be allowed with **one unmanned video-camera, not higher than 4 feet tall, which uses natural light may be placed in the alcove** near the baptismal font. No one may adjust this during the service. All other video-taping must take place from the balcony. No floodlights or noisy machines are permitted. Video-taping is subject to the final discretion of the Elder on duty.
- Photographs may be taken preceding the ceremony, during the processional and recessional, however **cameras using flash will not be allowed in the sanctuary during the wedding ceremony. No photographers or videographers, are allowed in the front of the sanctuary (Altar area) at any time during the ceremony.** This may cause an interruption of the ceremony and the Elder will ask the photographer to leave the building.

These policies and procedures are in place in order to keep weddings at St. Paul beautiful, *holy* and God pleasing. All Photographers, please sign and date the next page of this letter to agree to the terms of St. Paul Lutheran Church and return to the Church Office in person or by mail two weeks prior to the wedding date. Keep this first page for your copy. Thank you for your cooperation.

I have read the preceding policies and procedures for photographers and video cameras at St. Paul Lutheran Church, Trenton and will fully comply with them.

(signature)

(print name)

(studio)

(phone number)

(date)

(couples' name)

(wedding date)