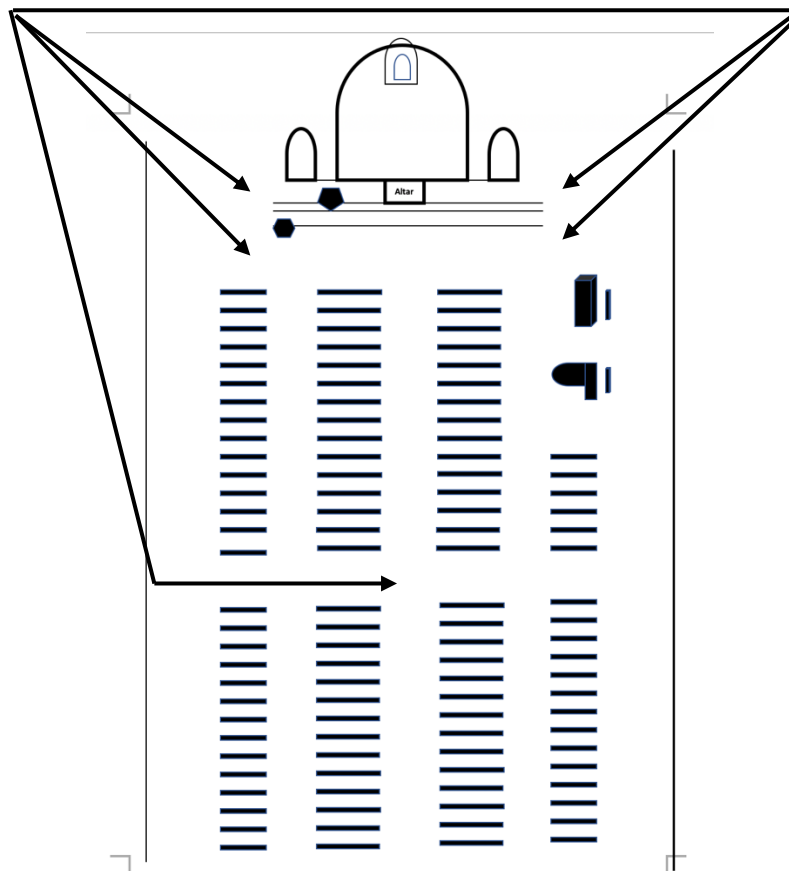


PLEASE PROVIDE A COPY OF THESE GUIDELINES TO EACH PHOTOGRAPHER AND VIDEOGRAPHER

1. Please check-in with our parish Wedding Attendant upon your arrival. The attendant will review our photo/video procedures with you. The attendant will also request a copy of your business card for our files.
2. Weddings at Saint Mary of the Lake are scheduled at 11 a.m., 12:30 p.m., 2:00 p.m. & 6:00 p.m. The set-up time allowed is 30 minutes prior to the ceremony. A maximum of 15 minutes will be allotted for pictures after the ceremony ends.
3. Photographers/video personnel and their equipment are to be as unobtrusive as possible. They should not interfere with any aspect of the procession, liturgy, or recessional. Posing during the liturgy, waving to the couple or distracting from the ceremony is not allowed.
Flash photography or video lighting is not permitted during the liturgy.
4. Photographers/video personnel are not permitted in any place deemed inappropriate by the church staff. Video equipment cannot be obtrusive and must remain stationary. Photographers and equipment in the altar area must be confined to the corners of the dome area of the church — outside the gray floor area around the altar platform — and equipment must remain stationary. See the floor plan below.

During the ceremony, photographers / video personnel / equipment must be confined to these areas:



4. Microphones and/or electric wiring cannot be taped across the aisles. Sanctuary microphones are not to be disconnected or tampered with in any way. This includes patching or tapping into the amplified PA system.
5. Photo and video lighting racks are not permitted during the ceremony.
6. All equipment and containers are to be kept on the floor and well out of the way of traffic patterns. Nothing should be placed in or on the pews.
7. Standing on any pews for picture taking or posing is forbidden. The altar is a sacred place; nothing should be placed upon it, nor should it be used as a prop.
8. Altar candles and church decorations may not be moved or removed.
9. Musicians may not be photographed or videotaped without their explicit personal approval.
10. Because of the sacredness and formality of the wedding, proper attire is required of all personnel.
11. No food or beverage is to be brought into the church. Alcoholic beverages are not permitted on church grounds.
12. All voices must be kept down during photographic sessions. Shouting is inappropriate.
13. It is the responsibility of the wedding couple to ensure that photographers and video personnel receive these policies and abide by them.
14. Any questions about these policies must be directed to the Wedding Attendant on duty, not to the deacon or priest.
15. Any violation of these policies will be immediately addressed. Continued violations will result in the photographer/videographer being immediately asked to leave the church. We reserve the right to prohibit problematic photographers and videographers from working at Saint Mary of the Lake.

Should you have any questions, you can reach out to Mary Carravallah at the parish office: mcarravallah@saintmarys.org