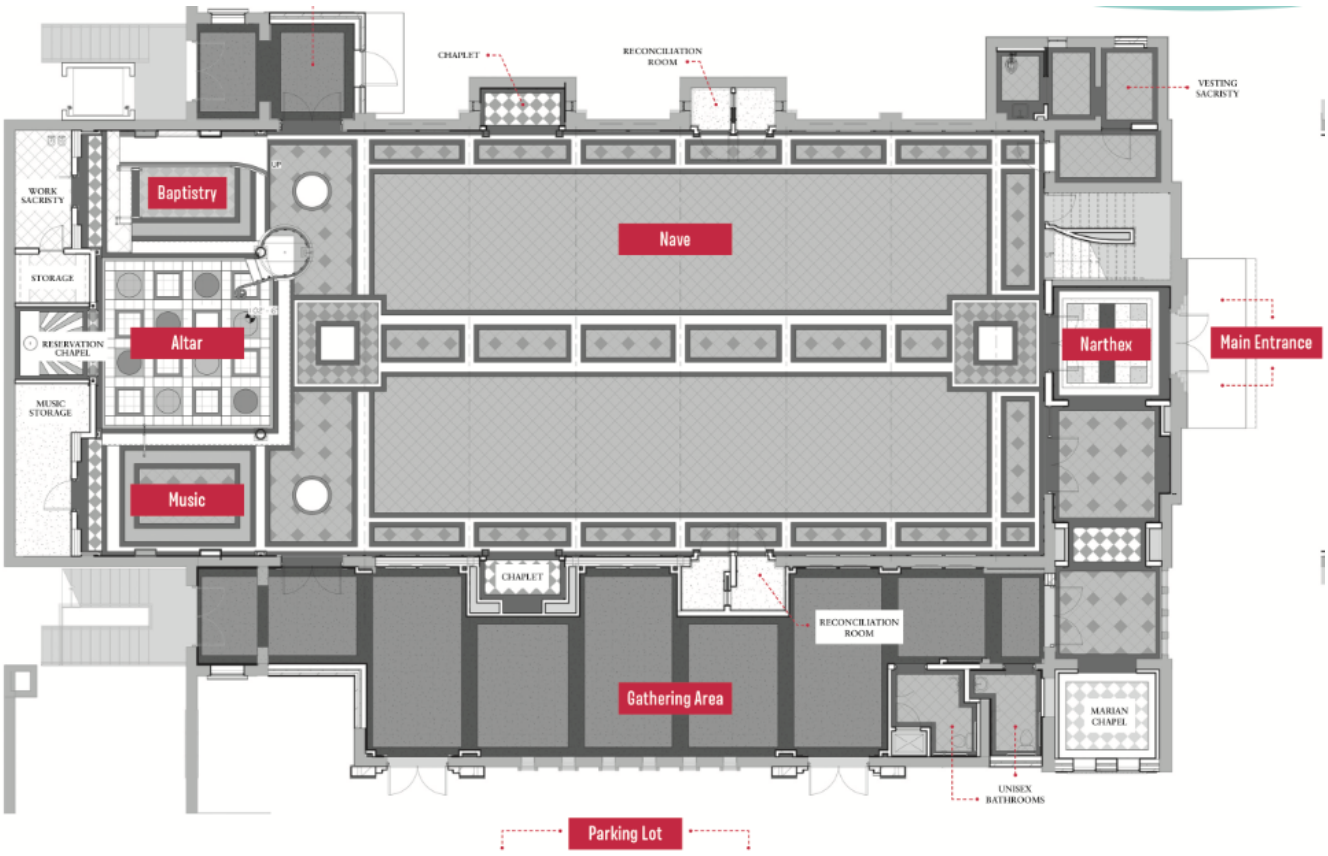
Saint Stephen Catholic Church
Guidelines for Photographers and Videographers

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

1. Please check-in with the pastor upon your arrival. He will review our photo/video procedures with you, and will also request a copy of your business card for our files.
2. Weddings at St. Stephen are scheduled Saturdays before/including 1:30 p.m. or other days and times agreed upon with the pastor. The set up time allowed is one hour before the ceremony, and everything must be cleared out of the church by 3:00pm on Saturdays.
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 the baptistry, altar, music area or any other place deemed inappropriate by the church staff. Video equipment cannot be obtrusive and must remain stationary. Photographers and equipment must be confined to the nave of the church and equipment must remain stationary. See the floor plan below.



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5. **At the discretion of the organist,** a single stationary unmanned video camera may be placed in the balcony no more than 30 minutes prior to the ceremony. The camera must be removed immediately following the recessional at the end of the ceremony.
6. Microphones and/or electric wiring cannot be taped across the aisles. Sanctuary microphones are not to be disconnected or tampered with in any way.
7. Photo and video lighting racks are not permitted during the ceremony.
8. 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.
9. 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.
10. Altar candles and church decorations may not be moved or removed.
11. Musicians may not be photographed or videotaped without their explicit personal approval.
12. Because of the sacredness and formality of the wedding, proper attire is required of all personnel.
13. No food or beverage is to be brought into the church. Alcoholic beverages are not permitted on church grounds.
14. All voices must be kept down during photographic sessions. Shouting is inappropriate.
15. It is the responsibility of the wedding couple to ensure that photographers and video personnel receive these policies and abide by them.

Should you have any questions, you can reach out to the administrative assistant in the parish office:
parishoffice@ststephenparish.com