

ST. MICHAEL CATHOLIC CHURCH
DIRECTIVES FOR WEDDING PHOTOGRAPHERS

Wedding of _____

Date/Time of Wedding Liturgy _____

Photographers are welcome to record the celebration of a marriage at St. Michael's. To insure smooth cooperation with the Parish Staff as well as display respect for sacramental events held in a holy place, all photographers, whether professional or amateur, are asked to observe the following directives.

The taking of photographs must not conflict with the regular Mass schedule or other parish functions. If you have any questions that are not covered below, please contact Gwen Coffee, gwen.coffee@stmichaelmemphis.com

For weddings scheduled during the day:

Photographs may be taken in the church sanctuary for up to 2 hours BEFORE the prelude music begins (30 minutes before the stated time of the wedding). For example, if a wedding begins at 2:30 PM, photographs may begin no earlier than 12:30 (unless this conflicts with other parish events or liturgies).

For weddings scheduled on Saturday evening:

Due to the 4:00 PM Saturday Mass, the church sanctuary is not available 3:15 to 5:00 PM. Photographs may be taken following the conclusion of this Mass (usually 5:00 PM) and continue until 30 minutes before the stated time of the wedding, when the Prelude Music commences.

During the Saturday 4:00 PM Mass, photographs may be taken outside the church or in areas of the facility not being used for other functions. Gwen Coffee can advise.

Photographs DURING the wedding liturgy:

Photos can be taken ONLY from the Choir Loft, back of church and on the front side (as long as cameras remain behind the line of pews).

No flash is permitted during the liturgy - this includes light-reflecting umbrellas with two exceptions - *Flash may be used only:* • *as the Bride enters the Church door at the start of the liturgy* • *as the couple recesses at the end of the liturgy.*

Photographers may not walk around inside the church, or approach the Altar area during the liturgy.

While in the Choir Loft, please follow any directions given by the Director of Music, Silvia Vega.

- Excessive movement, noise or talking is not allowed - this is distracting to the musicians.
- Do not photograph musicians WHILE they are performing, but only before or after the Liturgy and specifically only with their permission.

Photographs following the wedding:

ALL PHOTGRAPHS MUST BE COMPLETED WITHIN 30 MINUTES OF THE CONCLUSION OF THE LITURGY.

If you have never photographed a wedding at St. Michael Catholic Church, or have any questions regarding the above, please contact Gwen Coffee, gwen.coffee@stmichaelmemphis.com

ST. MICHAEL CATHOLIC CHURCH
DIRECTIVES FOR WEDDING VIDEOGRAPHERS

Wedding of _____

Date/Time of Wedding Liturgy _____

Videographers are welcome to record the celebration of a marriage at St. Michael's. Taping can not conflict with the regular Mass schedule or other parish functions.

To insure smooth cooperation with the Parish Staff as well as display respect for sacramental events held in a holy place, all videographers, whether professional or amateur, are asked to observe the following directives.

For weddings scheduled during the day (2:30 or earlier):

Taping may take place in the church up to 2 hours BEFORE the prelude music and seating of guests begin (30 minutes before the stated time of the wedding).

For weddings scheduled on Saturday evening:

Due to the 4:00 PM Mass, the church is not available between 3:00 and 6:00 PM. Filming may be done following the conclusion of the 4:00 PM Mass (usually 5:05 PM) and continue until 30 minutes before the stated time of the wedding, when the prelude music and seating of guests begin.

During the 4:00 PM Mass, videotaping may be done outside the church or in other areas of the parish facility not being used for another function. Gwen will advise you on this.

Taping during the wedding liturgy:

Personnel should be appropriately attired for worship. Equipment can not distract or interfere with the liturgy and must be in place 45 minutes before the stated time of the wedding - before prelude music and seating of guests begins.

Taping from the Choir Loft:

Excessive movement, talking, or taping of musical personnel during the liturgy is not permitted as it is distracting to the musicians and their performance during worship.

The following is allowed:

- One attended camera positioned in the choir loft as permitted by the Organist
- One attended camera set up next to the pillar behind the front pew

The following is NOT allowed:

- Personnel in the Altar area or moving in the sanctuary during the liturgy
- Artificial lighting during the liturgy, including the use of light-reflecting umbrellas.
- Cameras requiring outside cables or external wiring
- Equipment needing connection to the church's circuit breaker boxes
- Placement of cables near traffic areas - this is dangerous and unsightly

Taping following the wedding:

All video must be completed within 30 minutes of the conclusion of the liturgy, and all equipment removed from the church facilities.

If you have never videotaped a wedding at Saint Michael's, or have any questions regarding the above, contact Gwen Coffey via email gwen.coffey@stmichaelmemphis.com