

**Park Cities Presbyterian Church
Photography and Videography Policy
New 2021**

Park Cities Presbyterian Church ("PCPC") recognizes a Wedding as a Worship Service, and values wedding photographs and videos as a lasting remembrance of this most special occasion.

Park Cities Presbyterian Church expects all Photographers and Videographers to honor the Guidelines and to sign the Agreement, listed below. If you have any questions regarding the Guidelines, please contact the PCPC Wedding Coordinator, who is required to approve all Photographers and Videographers.

The Photographers and Videographer may take photos without flash during the service from the balcony, or inside the back of the Sanctuary or Chapel. If instruments or vocals are in the balcony, please give them space.

Cameras with flash attachments may not be used in the Sanctuary or Chapel 45 minutes prior to the ceremony (when guests begin to arrive), during the ceremony or earlier than the dismissal of the congregation by the Minister. The photographer or videographer may take pre-photos in the Sanctuary or Chapel (depending on where the wedding is taking place), Bride's Room/Parlor, Groom's Room (where the Bride and Groom and their parties are dressing) or the Courtyard. Please be prepared to work around the musicians and Soundman, who are rehearsing and testing equipment, 90 minutes before the Ceremony begins. If the Photographer or Videographer would like to take photos outside, please note most outside doors may be locked for security purposes; however, the entry door near the Security Desk will remain open.

Nothing is allowed on the balcony rail, piano or organ consoles. Camera bags and any additional camera equipment must be removed entirely from the lower level of the Sanctuary or Chapel 45 minutes prior to the beginning of the Ceremony. It may be stored either in the Bride's room or in the foyer by the Music and Arts department (near the Sanctuary). However, PCPC will not be responsible for any misplaced, lost, or damaged equipment.

If you would like a particular light setting for after-photos, please check with the Soundman before the Ceremony begins. Only the PCPC Soundman is allowed to operate and be inside the sound booth at any time. If he is not in the sound booth, please wait until he returns. Once the wedding is over and he has left the sound and lighting booth, the sound system will be locked and cannot be unlocked or change.

Park Cities Presbyterian Church requests that Photographers and Videographers dress in a conservative manner (i.e., dress appropriate for Sunday church service). The use of tobacco or drugs, alcohol, foul language, or discourteous actions are prohibited on the premises of Park Cities Presbyterian Church. The only exception is that cigarette smoking is allowed in the parking lot.

Park Cities Presbyterian Church Photographer and Videographer Policy Agreement

This agreement must be signed by the Photographer, Videographer and Bride, and returned to the PCPC Wedding Coordinator. Once signed, it will be considered binding for all weddings this Photographer and/or Videographer is contracted to do at this church. A new signature from the Photographer and/or Videographer will be required *only* if/when any changes are made to this Policy. Please fill out and return this signed agreement to the PCPC Wedding Coordinator. For questions, please call the PCPC Wedding Coordinator.

Name of Photographer or Videographer: _____

Contact Person, Phone # (____): _____

Date and Signature: _____

Name of Bride: _____

Date of Wedding and Signature: _____