

Overbrook Presbyterian Church
Photography/Videography Guidelines

In order to maintain the spirit of Christian worship for the Service of Christian Marriage, Overbrook Church has established guidelines for photography/videography. We ask that the couple preparing for marriage, and the photographer/videographer who will be documenting the event, please read through the points and sign where indicated below. (For the purposes of this document: "vendor" will represent the words "photographer/videographer;" "sanctuary" is synonymous with the word "chapel" and defines the main worship space; "chancel" defines the sanctuary area in front of the first pew.)

- On the wedding date, vendors must be dressed appropriately for a worship service and must check in with the Overbrook Wedding Coordinator as soon as they arrive before any equipment is set up or photos are taken.
- Photographs/Videos may be taken during the service only by the vendor designated by the bride and groom.
- Non-flash photography/videography may be done from the rear of the Sanctuary, or from the Balcony at anytime during the ceremony. Artificial light sources are not permitted in the sanctuary.
- Vendors will locate themselves in a pew, rather than the center aisle, so as to not disturb the pace of the processional/recessional (and to not obstruct the couple's view of each other during the processional).
- Vendors are permitted to take pictures from behind the last row of pews in which guests are seated, so as not to disturb or distract guests from the worship service.
- Vendors must not roam around the sanctuary during the wedding service.
- Video equipment must be placed in an unobtrusive location in the balcony or chancel (approved by the Overbrook Wedding Coordinator in consultation with the Senior Pastor) no later than 30 minutes before the service begins. Once the equipment is set up on the wedding day, vendors are not permitted to make changes or change positions. If there is an equipment failure mid-service, the vendor will not be able to enter the chancel area to service the equipment.
- If microphones are being used, the vendor must reconcile them with the church's sound system. If there is a problem with the vendor's microphone causing interference with the church's sound system, the vendor will immediately turn off it's microphones.
- Couples are encouraged to have photographs of the wedding party taken before the service. Photography before the service may begin up to two hours before the service, but must be completed no later than 30 minutes before the service begins.
- Photos taken following the service must be completed quickly so that the wedding party is able to leave the building no later than one hour after the recessional. Extending beyond the one hour will result in overtime charges for the staff. Prompt dismissal of the guests following the service allows more time for photographs.
- Vendors who fail to comply with the Overbrook Presbyterian Church Photography/Videography Guidelines will not be permitted to work in the building in the future.

We acknowledge that we have read the Overbrook Presbyterian Church "Photography/Videography Guidelines," which applies to the requested wedding date at Overbrook Presbyterian Church for the applicants signed below.

Applicant #1: _____ Date: _____

Applicant #2: _____ Date: _____

Photographer*: _____ Date: _____

Videographer*: _____ Date: _____

*The church office will send a copy of this directly to the vendors for their signatures.