
Policy for Photographers and Videographers

Cathedral of the Immaculate Conception

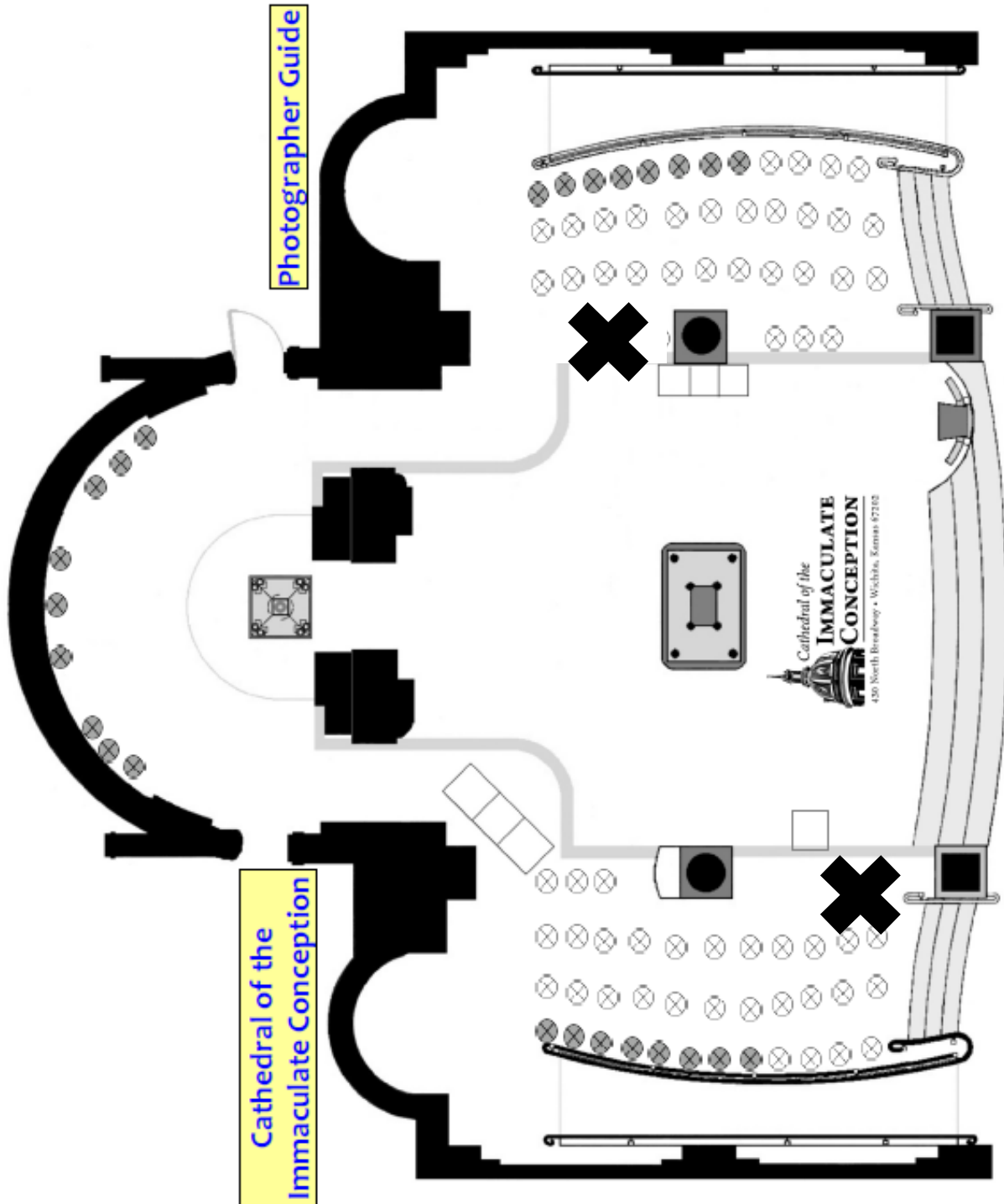
PLEASE PROVIDE A COPY OF THESE GUIDELINES TO EACH PHOTOGRAPHER AND VIDEOGRAPHER

1. Please check-in with our parish Wedding Coordinator upon your arrival. The Coordinator will review our photo/video procedures with you. The Coordinator will also request a copy of your business card for our files.
2. Weddings at the Cathedral are scheduled at **5pm on Fridays** and **11:00am and 2:00pm on Saturdays**. **Following are available times for photos in the Cathedral.**
 - Photography for a Friday 5:00pm Wedding may begin at 2:30pm beforehand and go until 6:30pm after the Wedding.
 - Photography for a Saturday 11:00am Wedding may begin at 9:00am beforehand and go until 12:30pm after the Wedding.
 - On the 1st Saturday of the month, photos may not begin until 9:35am due to First Saturday devotions
 - Photography for a Saturday 2:00pm Wedding may begin at 12:30pm beforehand and go until 4:00pm after the Wedding.
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. This includes but is not limited to not stopping the procession or recession as they come down the aisle. Posing during the liturgy, waving to the couple, or distracting from the ceremony is not allowed.
4. Flash photography or video lighting is not permitted during the liturgy.
5. Photographers/video personnel are not permitted in any other place deemed inappropriate by the Cathedral rector. Video equipment cannot be obtrusive and must remain stationary.
6. At the discretion of the organist, a single stationary unmanned video camera may be placed in the northeast corner of the organ loft 20 minutes prior to the ceremony. The camera must be removed immediately following the recessional at the end of the ceremony.
7. At the discretion of the organist, photographers may take pictures from the choir loft, but must not interfere with the musicians. They may not stand behind the organist, or on the east side of the loft. They may not stand between any musicians and they may not move through the loft while music is being played. They may not take any photographs of the musicians unless the musician gives permission. The musicians take no responsibility for photographers not adhering to this policy and endangering the quality of the music. Any non-cooperation will result in the immediate removal of the photographer/videographer from the loft.

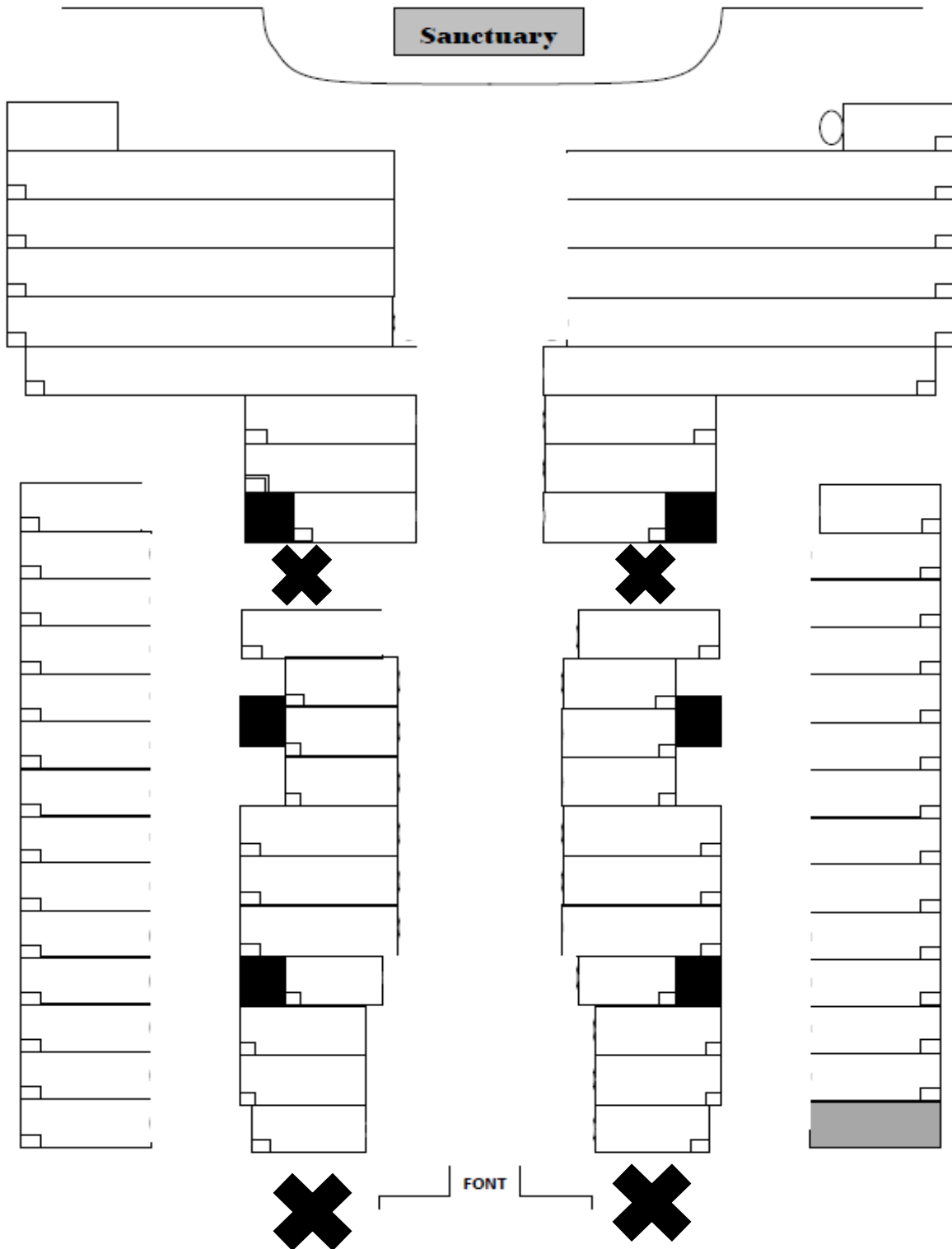
8. Microphones and/or electric wiring cannot be taped across the aisles. Sanctuary microphones are not to be disconnected or tampered with in any way.
9. Photo and video lighting racks are not permitted during the ceremony.
10. All equipment and containers are to be kept on the floor and well out of the way of traffic patterns. Nothing should be placed in or on the pews or chairs. Equipment also should not block entrances, exits, or aisles, and should not be placed around the crucifix area.
11. 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.
12. Altar candles and church decorations may not be moved or removed.
13. Musicians may not be photographed or videotaped without their explicit personal approval.
14. Because of the sacredness and formality of the wedding, proper attire is required of all personnel.
15. No food or beverage is to be brought into the church. Alcoholic beverages are not permitted on church grounds. Gum should not be chewed during the ceremony.
16. All voices must be kept down during photographic sessions. Shouting is inappropriate.
17. It is the responsibility of the wedding couple to ensure that photographers and video personnel receive these policies and abide by them.
18. Any questions about these policies must be directed to the Coordinator on duty, not to the deacon or priest.
19. 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 the Cathedral.

Should you have any questions, you can reach out to the Cathedral Business Manager at (316) 263-6574.





Indicates acceptable photographer location during the ceremony



Indicates acceptable location for photographer during the ceremony