

# **INFORMATION SHEET for PHOTOGRAPHERS and VIDEO CAMERA OPERATORS**

**Weddings at  
University Park United Methodist Church  
4024 Caruth Blvd. at Preston Road / Dallas, Texas 75225  
www.upumc.org  
Church Office: 214-368-1435 / After Hours: 214-368-0185**

The photography and/or videotaping of a wedding provides an important keepsake and record of this important event. The church and its staff wish to cooperate with you in every way so that your work may be achieved successfully. Your cooperation with the following policies is highly appreciated.

All parties involved in photographing or videotaping the marriage celebration should remember that the marriage celebration is a sacred act of worship and every effort must be made to preserve its dignity by operation of all equipment in a quiet and discreet manner. Questions regarding these policies should be directed to the Wedding Director.

## **PHOTOGRAPHS**

At no time and under no condition shall photographs or pictures be taken from the floor of the Sanctuary while the marriage celebration is in progress, which means once the music has begun. Time exposures may be made from the balcony of the Sanctuary during the marriage celebration provided there is little noise or other distraction.

Pictures may be made in the narthex (vestibule) of the church preceding the marriage celebration but should not interrupt the Processional once it has begun, and as the Recessional is in progress at the end of the marriage celebration. The wedding party may return to the chancel after the marriage celebration. A period of 30 minutes is allowed for photos following the marriage celebration. When time permits, some wedding parties have posed for pictures an hour or so prior to the marriage celebration.

## **VIDEOTAPING**

Videotape recordings may be made of the marriage celebration by a professional video service or a person agreed upon by the Wedding Director. The following guidelines must be observed:

1. The video camera operator should attend the rehearsal to become familiar with the building and policy restrictions.
2. Only self-contained video equipment systems that do not require wiring into the church's public address equipment may be used.
3. Recording must be done in available light; additional lighting sources for videotaping are not permitted.
4. The camera is to be located in the church balcony. The camera position must be stationary; camera operators may not move about the Sanctuary. A second (remote control only) stationary camera location may be made by special arrangement with the Wedding Director.
5. Check microphones to be sure they are working ahead of time. If wireless microphone equipment is used, it is important to check with the Wedding Director to determine that the transmitter frequency does not interfere with the church's PA and wireless microphone system. Failure to check frequencies may result in a ruined video recording and malfunction of the church's PA system.
6. Camera operator must be appropriately attired (dark suit or dress), since the operator may be visible to the congregation.
7. All video equipment must be in place and tested a full 30 minutes prior to the beginning of the marriage celebration. Equipment setup, operation, and packing must be done quietly and discreetly.