

# Peace Memorial Presbyterian Church

## Photographer/Videographer/Florist Agreement

Only those florists and photographers/videographers who have agreed in writing to abide by the church's policies may provide services to weddings at Peace Memorial Presbyterian Church. The Wedding Director will meet with the couple and their photographer no later than 30 days prior to the wedding date to review these procedures and have the photographer, video recorder and/or florist sign an agreement that they understand and will adhere to this policy.

### Photographers

1. Flash photos may be taken in the sanctuary before or after the service only.
2. Photographs may be taken in the narthex before members of the wedding party enter the sanctuary.
3. Photographers may not enter the main floor of the sanctuary during the service. The service begins with the first note of music played and ends with the last note.
4. Photographs shall not be permitted during the marriage service. However, by prior arrangement and with the expressed permission of the pastor, time exposures not requiring flash or distracting noises may be taken from the balcony by a professional photographer.
5. Electronic equipment such as video recorders shall only be used with permission of the Pastor in consultation with the Wedding Director and then only from the Balcony. The use of this equipment must not distract from the service of worship.
6. It is the bridal couple's responsibility to make this policy known to their friends and the photographer. The Pastor shall stop the service if the photographer enters the main floor of the sanctuary or if the service is being interrupted by photographic or video operation.

Photographer \_\_\_\_\_ Date \_\_\_\_\_

Videographer \_\_\_\_\_ Date \_\_\_\_\_

### Florists

1. Tacks and nails may not be driven into church property, and tape may not be used due to the risk of damage to painted surfaces.
2. There are times at Easter, Christmas, some holiday weekends and other times that the Sanctuary is set up for worship service on Sunday morning. If you choose to use the Sanctuary at that time, it is understood that none of the set decorations (flowers, banners, etc.) are to be moved.
3. Flowers used for weddings must be removed immediately following the service.
4. Wedding parties will be responsible for the order of the church property for the next service. All properties of florists, caterers, or other persons employed to assist with the wedding must be removed immediately after the wedding.

Florist \_\_\_\_\_ Date \_\_\_\_\_