

Park Cities Presbyterian Church

Photographer and Videographer Policy

Park Cities Presbyterian Church recognizes the value of wedding photographs and videos as a lasting remembrance of this most special occasion, and we expect photographers and videographers to respect, honor and abide by the rules and regulations which follow. Please consult with our PCPC Wedding Coordinator before a photographer or videographer is chosen and a deposit is made. You can benefit greatly from our experiences with various photographic firms.

Cameras with flash attachments may not be used in the Sanctuary or Chapel 30 minutes prior to the ceremony, 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), Parlor or 201 (where the bride and groom and their parties are dressing) or outside. If the photographer or videographer chooses to take pre-photos in the Sanctuary or Chapel, please be prepared to work around the musicians (who are rehearsing) and the soundman (who is setting up and testing equipment). If the photographer or videographer would like to take photos outside, please make prior arrangements with the PCPC Wedding Coordinator (or Sexton) so that you do not get locked outside the church building, as not all doors are open throughout the church building for security purposes. The photographer may take photos *without flash or noise* during the service from the *balcony only* in the Sanctuary or the Chapel.

Cameras, materials and/or any related equipment are not allowed at any time on the organ console, bench or area directly in front of or behind the organ. Photographers and videographers may only be positioned on the north side of the balcony (to the left side of the organ console when facing the front of the church); extra instrumentalists are often in place on the south side (right side of organ when facing the front of the church) of the balcony.

All camera equipment (for photographers or videographers) must be removed entirely from the lower level of the Sanctuary or Chapel (including camera bags, etc.) 15 minutes prior to the seating of the guests or beginning of the Prelude music. Camera equipment that the camera operator does not wish to keep with him/her during the wedding service (from the Chapel or Sanctuary balcony) may be stored either in the Prayer Room (by the Chapel) or in the foyer by the Music and Arts department (near the Sanctuary). However, Park Cities Presbyterian Church will not be responsible at any time for any misplaced, lost or damaged equipment.

Videographers will be allowed to video from the *balcony only* in the Sanctuary and from the *balcony only* in the Chapel.

Park Cities Presbyterian Church requests that Photographers and Videographers dress in a manner *honoring to the Lord* (i.e. dress appropriate for Sunday church service).

The use of tobacco or drugs of any kind, 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 the bride and returned to the PCPC Wedding Coordinator as soon as possible.**

This agreement, once signed by the photographer and/or videographer, will be considered binding for the wedding listed below and any and all weddings this photographer and/or videographer is contracted to do at Park Cities Presbyterian Church. A new signature from the photographer and/or videographer will be required *only* if/when any changes are made to the above PCPC Photographer and Videographer Policy.

**Please fill out and return, scan and email or fax this form (1 page) to the PCPC Wedding Coordinator, 4124 Oak Lawn Avenue, Dallas, Texas, 75219 or fax to 214-224-2782. For questions, please call the PCPC Wedding Coordinator at 214-224-2747.

**Name of
Photographer** _____

Address _____

Phone # (____) _____ Fax # (____) _____

Contact Person _____

**Name of
Videographer** _____

Address _____

Phone # (____) _____ Fax # (____) _____

Contact Person _____

Name of Bride _____

Date and Time of Wedding _____

Signature of Photographer _____ *Date* _____

Signature of Videographer _____ *Date* _____

Signature of Bride _____ *Date* _____