



St. James' Episcopal Church  
96 East Genesee Street  
Skaneateles, New York 13152

### Wedding Photography and Videography Policies

Marriage is a sacred and solemn event and the staff and volunteers of St. James' work diligently to assure that the two persons being married are prepared for that event and are not in any way distracted from its importance. Therefore, St. James' clergy and wedding assistants request that the following guidelines be observed and reserve the right to deny the services of a photographer or videographer for future weddings at St. James' should these guidelines not be adhered to.

1. A maximum of two cameras and two pieces of video equipment may be used during a wedding in the church. One additional piece of equipment may be used to provide Zoom to remote guests.
2. The photographer and videographer must report to St. James' wedding assistant 15 minutes before the service to review procedures and locations.
3. The service begins with the prelude music. The following policies apply from that moment until the wedding party exits the church.
4. **The photographer must not in any way come between the members of the procession and the congregation or clergy.** The photographer may move halfway up the center aisle of the church or to the front pew of the side aisles. Both are marked by blue tape on the floor. If the wedding assistant determines that the photographer is moving in a way that attracts attention, St. James' reserves the right to require the photographer to remain at the back of the church only.
5. St. James' has a tile floor, so we strongly recommend that photographers and videographers wear rubber soled shoes so as not to attract attention or make noise that is recorded on the wedding video.
6. Photographs using available light only may be taken during the ceremony and only photography with a quiet shutter is permitted
7. Weddings may be videotaped, with this restriction: Any camera must be positioned on a tripod either at the back of the church, on a windowsill, or at the aisle end of a pew, and left on the tripod during the entire ceremony. No tripod equipment may protrude into an aisle. St. James' wedding assistant will approve the location, to ensure that it does not impede movement or create a distraction or tripping hazard.

Note: the parking lot adjacent to the church is for staff. If you choose to park there you may be blocked in by the wedding limo or bus that has permission to offload and remain at the top of the driveway.



St. James' Episcopal Church  
96 East Genesee Street  
Skaneateles, New York 13152

This agreement, once signed by the photographer and/or videographer will be considered binding for the wedding that the photographer and/or videographer has contracted for the ceremony to be performed at St. James' Episcopal Church.

Name of Photographer

Name of Videographer

Address

Cell Phone

Name of Bride

Date & Time of Wedding

I have read the Photography/ Videography Policies and agree to abide by these policies. I understand that if I (or anyone on my videography/photography staff) breaks or disregards the church's policies, then the ceremony may be stopped or I may be asked to leave the church immediately, and, I will not be invited back to St. James' to provide my services.

Signature of Photographer

Signature of Videographer

Date

Date