

St. Philip the Apostle Church
1223 W. Holtz Avenue
Addison, IL 60101
Phone: 630-628-0900 Fax: 630-543-9858

Wedding of: _____

Date and Time of Wedding: _____

**Contract Agreement between St. Philip the Apostle Church
and Photographer and Videographer**
(To be given to the photographer and videographer)

St. Philip the Apostle Church is the physical building in which the parish community gathers to worship. Even though you have been hired by the bride and groom to perform for them a service, the atmosphere of reverence and quiet must be preserved in our church at all times. This church building is a house of prayer, and not a photographic studio. So that you may effectively provide the wedding couple with the service they desire, we present to you these guidelines to insure that both you and this parish achieve our desired ends.

- Only the priest or the Music Director will turn on the lights within the church. Flash photography is allowed before or after the ceremony, but not during the ceremony.
- For the entrance procession, you may position yourself in a pew in the main aisle to take pictures of the wedding party as they come into the church. Do not use a tripod at this time. Naturally, as members of the wedding party pass, you must step aside. Once the wedding liturgy has begun, you may not enter the main aisle.
- Video cameras on a tripod in a fixed position are allowed, provided that position is chosen in accordance with these guidelines. We prefer that videotaping be done from the balcony or one of the side aisles away from the main sanctuary area. Electrical outlets are located along the back walls of the church.
- During the wedding ceremony, pictures may be taken from the following locations in the church: from the balcony and the back and side aisles. A Catholic wedding is a sacred time. Please limit unnecessary movement and other distractions which might interfere with the reverent nature of the celebration. Please do not use the aisle across the front of the church. Do not enter the sanctuary at all for pictures since it proves to be too much of a distraction. The sanctuary is not intended for casual use. At no time are the couples to be instructed to pose for pictures during the ceremony.
- At the end of the ceremony, pictures are allowed for a period of twenty (20) minutes. Please remember that a spirit of quiet and reverence is to prevail if the favor of a picture session is to be extended to the wedding party. Please stress this to the wedding party when taking pictures in the church after the wedding ceremony (the extension and duration of this favor is up to the discretion of the priests of the parish should the situation arise).
- At no time are the sanctuary furnishings to be moved, or used as “props” for wedding pictures. The altar, pulpit, and presider’s chair in the sanctuary are likewise not to be used; flowers, candles, etc. are to remain in place. Picture taking should only be done on the lower section of the sanctuary. Following picture taking inside, pictures outside must be done in a reverent and proper manner. The display of alcohol or champagne bottles as “props” in strictly and absolutely prohibited at any time. This includes the time before, during, and after the ceremony on church property.

We sincerely appreciate your cooperation with these guidelines. If you have any questions, please see the presider. Thank you.

Signature of Photographer

Date

Please mail or fax to the church, one week before the wedding.