

PHOTOGRAPHER and VIDEOGRAPHER GUIDELINES

Weddings at the University of St. Thomas Chapel of St. Thomas Aquinas

- The Chapel of St. Thomas Aquinas is located on Cleveland Avenue between Laurel and Ashland Avenues. When unloading your equipment, you may **temporarily park in the drop-off (horseshoe) drive of the Chapel.**
- **Vendors must check in with the Wedding Coordinator when they arrive.**
- The Chapel will be available for **set-up 2 1/2 hours before the wedding; 2 hours are available for the photo shoot itself.** All pictures (inside and outside) **MUST** be finished *30 minutes prior to the start of the liturgy.*

<u>Wedding Day / Time:</u>	<u>Set-up & Shoot</u>	<u>Pick-up/Clean-up Must End By:</u>
Friday, 4:00PM	1:30-3:30PM	5:30PM
Friday, 4:30PM	2:00-4:00PM	6:00PM
Friday, 5:00PM	2:30-4:30PM	6:30PM
Friday, 5:30PM	3:00-5:00PM	7:00PM
Saturday, 11:00AM	8:30-10:30AM	12:30PM
Saturday, 3:00PM	12:30-2:30PM	4:30PM

- The liturgical environment is **not** to be altered to accommodate the photo shoot. No liturgical furnishings, e.g., candles, flowers, etc., are to be moved. Please do **not** stand on any of the upholstered furniture (use a step ladder or plain wooden chair).
- Tape may not be used.
- The Chapel sound system or livestreaming equipment is not accessible to vendors. Livestream professionals must bring all necessary equipment and a hot spot.
- The Chapel is a place of worship at all times and is to be respected as such during the shoot. Dress and behavior should be respectful of this.
- Camera personnel are not permitted beyond the first pew during the procession or liturgy. Moreover, they should never be in direct view of the assembly during the liturgy, so as not to be a disturbance. Once the liturgy has begun, we ask that the photographer remain in a stationary position, or in the choir loft in the back of the Chapel (cameras are not permitted in the transepts/side pews to the east or west or behind the choir grate to the south).

By Archdiocesan policy, the use of flash light *during* the wedding is **prohibited**.

Vendors that do not comply with any of these guidelines may be asked to not return to the Chapel.

name of couple

wedding date

**THIS SHEET MUST BE GIVEN TO YOUR PHOTOGRAPHER/VIDEOGRAPHER
PRIOR TO YOUR WEDDING**