



Dear Photographer/Videographer,

St. Mary Parish considers a wedding to be a holy and solemn occasion. For this reason, we ask that you read and comply with our guidelines for photographers/videographers.

The sacrament we celebrate is far more important than any record of the ceremony. As the photographer/videographer, you should in no way interrupt or distract the sacred rites. We require that you meet with the Presider at this wedding no less than 30 minutes before the wedding is scheduled to begin.

Please familiarize yourself with the following guidelines and contact me if you have any questions.

Video Taping and Photography

- You may use simple video taping, but you may not use additional lighting to the church, or excessive wires or equipment.
- You may use up to 2 video cameras in the pew area/non-altar area, limited to 1 unmanned camera in front, but they are not permitted in the sanctuary (altar area). *See enclosed diagram.*
- You may not use flash photography during the ceremony.

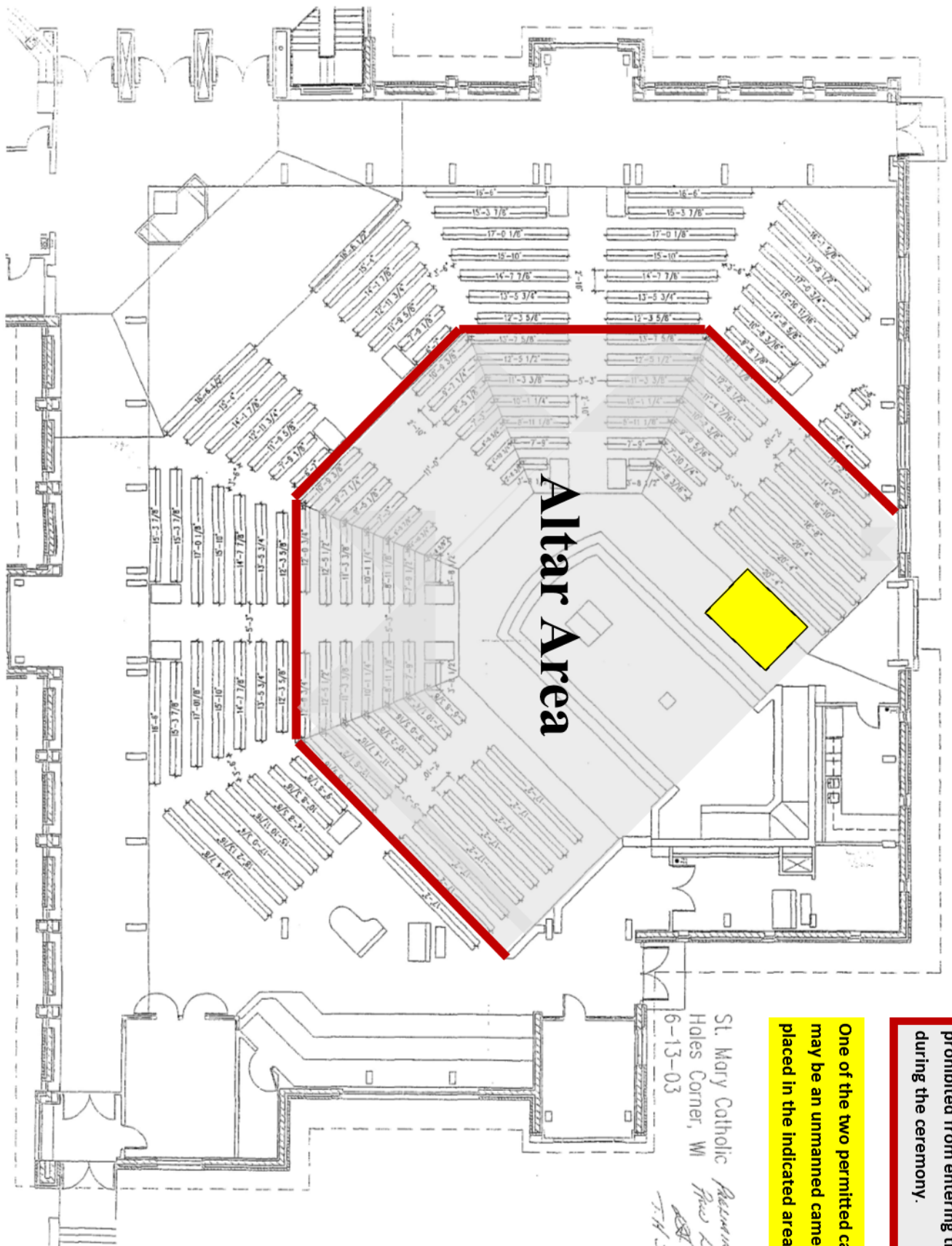
Scheduling

- Our scheduled times for weddings are:
Fridays at 1:30 p.m. and 3:30 p.m.; and Saturdays at 10:00 a.m., 12 noon, and 2:00 p.m.
Weddings on other days of the week are arranged on an individual basis.
- All guests, members of the wedding, and vendors, including the photographer/videographer, must vacate the church no later than 1½ hours after the scheduled start of the wedding.
- Vacating time exceptions may be considered when fewer events are scheduled (Prior approval is necessary. Due to the nature of ministry, this may not be confirmed until 2-3 days in advance).

We ask that you observe these guidelines out of respect for the sacrament of marriage and those participating in this special celebration. Thank you for your cooperation.

Sincerely,

Fr. Brian Mason
Pastor



St. Mary Catholic Rectory
 Hales Corner, WI
 6-13-03
T.H. Stangor Co.

One of the two permitted cameras may be an unmanned camera placed in the indicated area.

Photographers/Videographers are prohibited from entering this area during the ceremony.