

Photography and Videography

PHOTOGRAPHER

Careful planning of wedding pictures prior to the wedding can assure the bride and groom of a memorable wedding day. The professional photographer contracted for any wedding must be aware of the policies regarding wedding pictures at Houston's First Baptist Church. Therefore, all photographers offering services to couples being married at Houston's First Baptist must have a signed statement of intent on file with the Special Events Office. This form states that they have read the policies for wedding photography and agree to abide by them. It is the responsibility of the couple to see that this is accomplished at least thirty days prior to the wedding.

The following will answer most questions that are asked by the photographer:

- A complete listing of proposed wedding pictures and their placement in the wedding day schedule is to be submitted to the Wedding Coordinator in advance of the wedding day. *It is recommended that the photographer use an assistant when shooting a wedding at HFBC.*
- On the day of the wedding (or at the rehearsal, if the photographer is present), the Wedding Coordinator will review with the photographer the policies and the picture listing.
- The photographer may not bring in any additional lighting to the wedding ceremony. Special arrangements may be made to reserve another room in the building where the photographer can use additional equipment.
- The photographer may take as many pictures *BEFORE* the ceremony as needed. (If it is necessary to begin pictures earlier than the normally allotted time of two hours prior to the ceremony, this time must be scheduled with the Special Events Director. A time extension fee for wedding personnel will apply.)
- The photographer may take flash pictures of the parents being seated, the entrance of the bridal party, the entrance of the bride and escort, the kiss, and the couple during the recessional. However, *NO FLASH PICTURES* may be taken during the ceremony itself. The "wedding ceremony" begins at the time the bride and her escort approach the minister and ends at the kiss. Timed exposures may be taken during this interval. The photographer should be positioned at the rear of the room during the ceremony.
- We ask that the photographer be as *unobtrusive as possible*, and that he or she be dressed appropriately for a wedding (preferably solid black semi-formal attire). Once the ceremony has begun, we request that the photographer's equipment (that is not being used) be stored out of sight.
- The photographer may not obstruct the center aisle, impeding the progress of the family being seated, the processional or recessional.

- Immediately following the wedding ceremony, the couple will have no more than 30 minutes for any final pictures. The time limitation will be strongly enforced.
- During the reception, both the photographer will have the freedom to move throughout the reception area as requested by the bride and groom.
- All policies and restrictions that apply to the photographer also apply to any friend or member of the family who may be planning to use his or her own personal camera for taking pictures of the wedding. No personal flash cameras may be used in the Chapel or other wedding locations during the wedding ceremony. This allows the professional photographer to obtain his pictures quickly without interference. Please share this information with your family and friends.

VIDEOGRAPHER

The videographer contracted will have to establish a working relationship with the photographer. Both provide the service of “documenting” the wedding, yet each has different filming and equipment needs. Neither professional will want to have the other in the final product that you will purchase.

- The videographer will be allowed to move throughout the wedding area (with the exception of the platform and entrance aisles) until the time the bride and her escort begin to enter. At that time, the videographer must assume a stationary position on the ground floor at the perimeter of the room or area. As soon as the wedding party and family members have left the wedding area, the videographer may resume movement in the restricted areas already mentioned.
- Video taping must be done with available light during the ceremony. No exceptions.
- The videographer may not obstruct the center aisle, impeding the progress of the family being seated, the processional or recessional.
- During the reception, both the videographer will have the freedom to move throughout the reception area as requested by the bride and groom.

Statement of Intent to Follow Policy

I have read the policies set forth by Houston’s First Baptist Church pertaining to photographers & videographers. I understand how the policies apply to my assignment while at Houston’s First Baptist Church and I consent to abide by those policies.

Name (Please PRINT)

Date

Firm Represented (Please PRINT)

Business Phone

Address (Please PRINT)

City, State & Zip Code

Signature

Email address

Contact person on day of event

Contact phone on day of event

Bride: _____	Groom: _____
Date of Wedding: _____	Time: _____
Location: Worship Center Chapel Other _____	

Please return this signed agreement at least thirty days prior to the wedding date to:

Houston's First Baptist Church
Jan Butterfras, Special Events Director
7401 Katy Freeway
Houston, TX 77024
(713) 957-5847 - Fax
jan.butterfras@houstonfirst.org