

St. Francis D'Assisi – St. Hedwig Parish  
3245 Junction St.  
Detroit, Michigan 48210  
(313) 894-5409 (313) 894-4730 (fax)

Dear Photographer:

It is our understanding that you have been selected as the Photographer for an upcoming wedding at our Parish of St. Francis D'Assisi – St. Hedwig Parish in Detroit, Michigan. As the Parish secretary, I'd like to welcome you as a part of their upcoming celebration in our church. Listed below are the guidelines and information for Photographers at the Church. Please take a moment to read through this information, sign and date it, and **mail or email this letter back to the Parish** (to my attention) at your earliest convenience. Also, please don't forget to keep a copy for your reference. Should you have any questions about the information contained herein, please do not hesitate to contact me at the number listed above, or via email at: Stfrancis.sthedwigparish@gmail.com. We look forward to working with you.

Sincerely,

Rosa Maria Zamarron, Parish Secretary

**GUIDELINES FOR THE PHOTOGRAPHER**

This form must be returned at least sixty days prior to the wedding, signed by the Photographer. Keep a copy for your records. **Without this on file at the church, no photography equipment, or personnel will be allowed during the ceremony.** Photographers and their equipment should not interfere with the religious ceremony, nor should it obscure the view of guests or distract from the ceremony.

1. Photographers and their assistants will be allowed to enter the Church sanctuary no earlier than one half-hour (30 minutes) prior to the scheduled ceremony time.
2. Weddings must begin on time – Bridal party delays in arrival to the Church due to photography at another site will result in significant time reductions in post-ceremony. Please plan accordingly.
3. It is expected that the camera operator will be as unobtrusive as possible. During the ceremony (excluding entrance and exit), you should remain as stationary as possible. Appropriate and modest attire should be worn. No denim, please. No gum chewing is allowed during the ceremony
4. No additional lighting equipment is permitted at any time in the Church. Flash photography is permitted during the entrance processional and recessional ONLY. You will not be permitted to walk on, or place a camera on, the altar.
5. No extension cords or connections to the Church power system will be permitted.
6. Post-ceremony, photographs may be taken. The photography session following the wedding will be ended 75 minutes AFTER the scheduled beginning of the wedding (for instance, a 2pm wedding will have until 3:15pm). This normally allows for 10-15minutes of photography time; however, that amount of time is not guaranteed. The photographer should be as quiet and respectfully reverent as possible.
7. The bridal couple is liable for any damage to the building or furniture done caused by a vendor.

Bride: \_\_\_\_\_ Groom: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Ceremony Time: \_\_\_\_\_

Photography Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

I have read these guidelines and agree to abide by them:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Representative of Photography Company