

POLICY FOR FLORISTS

St. Mary Church insists that the following directives must be observed:

1. **Floral arrangements in the sanctuary must consist of natural flowers and materials. Normally 2 floral arrangements for in front of the altar are sufficient.**
2. **Florists will not move the altar furnishings or existing sanctuary arrangements to accommodate floral arrangements nor place anything on the Altar of Sacrifice.**
3. **A rose or other floral arrangement is permitted for the presentation to Our Lady.**
4. **The flower girl or other bridal attendant is not permitted to drop flowers or flower petals in the main aisle during the processional.**
5. **Throwing rice, birdseed, or any other objects, and blowing bubbles are prohibited inside or outside of the church.**
6. **Pew markers/decorations may not be attached with tape because it damages the wood finish. Rubber bands are recommended.**
7. **No additional candelabras, lamps, or candle arrangements from the florist are permitted.**
8. **No floral arches are permitted.**
9. **No aisle runners are permitted**
10. **Decorating may begin one hour prior to Wedding.**
11. **Any natural floral arrangements must be left for the Altar as a gift to the church.**
12. **St. Mary's is not responsible for items left in the Church.**

POLICY FOR PHOTOGRAPHERS & VIDEOGRAPHERS

We welcome photographers and videographers, both professional and amateur, for still pictures and videotapes. The Church itself is not a studio but a sacred place in which a community of believers worships. The photographer and videographer should keep this in mind as they plan all their decisions before, during and after the celebration of Marriage. The following directives must be observed.

1. Because the Sacrament of Reconciliation starts at 4:00 p.m. and Mass of the Sunday Obligation at 5:00 p.m., all photography must be finished by 4:00 p.m. for weddings on Saturday afternoon. For 11:00 weddings, photography must be finished by 12:30 **There are no exceptions to this rule.**
2. Wedding photographs may precede the marriage ceremony. At least fifteen minutes before the wedding begins the photographing of the wedding party ceases. At this time, the photographer may check in with the priest/deacon who is officiating the ceremony for any specific instructions.
3. Photographers and videographers may not enter the sanctuary at any time. They may photograph from the sides or rear of the Church only.
4. From the beginning of the actual ceremony (which is after the procession) to the end (which is before the recession) photographers and videographers are not permitted within the four inner columns of the church.
5. When the priest/deacon is at the pulpit for the Scripture readings or the homily, the photographer must be silent and still.
6. Formal portraits with studio equipment such as screens, props, etc., are not to be done in the Church but at home, the studio or the reception hall.
7. No Church furnishings are to be moved for pictures.
8. Flash photography may be taken during the processional and recessional only and not during the ceremony itself. Flash lighting is not needed in the well lit St. Mary's.
9. The photographer is not allowed to stop or slow the progress of the liturgy.
10. Photographers should be prepared to begin taking the formal pictures immediately after the wedding party leaves in the exit process.
11. Photographers and stationery video cameras are permitted in the choir loft of the Church as long as they are remain in the taped box to the right of the organ.

Photographer _____

Company Name _____

Phone Number _____

Videographer _____

Company Name _____

Phone Number _____

Names of Bridal Couple _____

I understand this policy and that if I violate any of it, the bride and groom will forfeit their \$50 deposit, and I will not be permitted to return to any weddings at St. Mary's Church.

We agree to the policy stated above:

Bride or Groom Signature: _____ Date _____

Photographer Signature: _____ Date _____

Videographer Signature: _____ Date _____

Please retain a copy of this agreement for your records. The parish will also keep a copy.