

## INSTRUCTIONS TO THE WEDDING VIDEOGRAPHER

**The wedding ceremony is a religious service. As such, and out of respect for the significance of the occasion, for the people involved, and for our facilities, Roswell United Methodist Church has instituted the following guidelines which apply to all videographers, amateur and professional. Thank you in advance for your cooperation.**

- The building will be open and available 2 ½ hours before the time of the wedding.
- The videographer may tape before the ceremony in any available part of the building, but must complete all videography on the main floor of the church or on The Commons at least 30 minutes before the service.
- In the Sanctuary, video cameras are allowed in the balcony. A video camera may be placed in the choir loft so long as it is unmanned, fixed, and hidden.
- In the Chapel, video cameras are allowed in the side and back balconies. An unmanned, fixed camera may be located in the choir loft provided it is not in the way of the musicians.
- On The Commons, video cameras are allowed on the sides of the pavilion.
- No roaming with the camera is allowed during the service.
- A wireless microphone is allowed on the groom so long as it is set at a different frequency from the wireless microphones used by the ministers. This must be arranged through the audio engineer.
- No lighting changes or additional portable lighting is allowed.
- Do not unplug any church equipment.

Videographers failing to abide by these guidelines will not be allowed to return to Roswell United Methodist Church, and families scheduling weddings in the church will be so informed. Ignorance of these rules is not a valid excuse for non-compliance.

Please sign and return this form, by mail or fax, to: Weddings, Roswell United Methodist Church, 814 Mimosa Blvd., Roswell, GA 30075, (fax: 770-641-0931). **We must receive this form not less than two weeks prior to the wedding.** If you have questions, ask the bride for the name and phone number of the director assigned to her wedding and feel free to call.

I have read and asked any relevant questions about these RUMC instructions and agree to abide by them.

Signature of the Videographer: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of the Bride or Groom: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_Chapel \_\_\_Sanctuary