



Photography Vendor Letter

Wedding Date: _____

Names of Bride & Groom: _____

Phone number of Bride or Groom: _____

Dear Vendor,

We have been notified that you will be providing photography for the wedding shown above at St. Paul United Methodist. Please review below the guidelines to be followed when doing photography for any wedding in St. Paul Church.

With regard to PHOTOGRAPHY, the following guidelines apply:

Before the prelude music and after the ceremony, unlimited pictures of any kind may be taken from any location. Pre-service photography in the sanctuary should be finished 40 minutes before the service. A reasonable amount of time will be allowed for post-service pictures. Please do not move any pieces of furniture or candelabra nor anything on the Communion table.

Once the pre-service music has begun, we request that no flash pictures be taken of the musicians. A discreet number of flash pictures may be taken during the prelude, as guests are being seated, but **ONLY** from the back of the sanctuary.

Once the PROCESSION has begun (from the time the pastor enters) and throughout the remainder of the ceremony, there are to be no flash pictures taken, with one exception: Flash pictures may be taken of the bridesmaids, the bride and her escort at the back of the sanctuary as they start down the aisle. Other than for these pictures, the photographer should not be in ANY of the side or center aisles, or pews during the ceremony. It is permissible to be in the back of the church or in the balcony. ***No cameras are allowed in the Chancel area at any time.*** A reasonable number of non-flash pictures may be taken from the back or the balcony during the ceremony.

We have read, and agree to follow, the policies listed above.

Vendor's Signature: _____ Date: _____

Company Name: _____

Vendor's Address: _____

These forms must be filled out for each wedding, even if you have submitted a form in the past.

Please complete and return to: St Paul United Methodist Church, 2000 Douglass Blvd, Louisville, KY 40205-1928

Church Office Phone: (502) 459-1595 Fax: (502) 458-8010

Form is due 2 weeks before the wedding