



Photography

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.
- Once the procession has begun (from the time the pastor enters) and throughout the remainder of the ceremony, photographers may be positioned from the first pew back, in the side aisles, and in the center aisle.
- Photographers are not to be in the front aisle, nor in the Chancel area.
- One camera either remotely controlled or controlled by a person who does not move, may be placed in the choir loft. The balcony may be used as well.
- The building will be open no earlier than 2 hours prior to the wedding unless prior financial arrangements have been made with the church by the wedding party

Videography

With regard to VIDEOGRAPHY, the following guidelines apply:

- Before the prelude music and after the ceremony, unlimited video of any kind may be taken from any location. Please do not move any pieces of furniture or candelabra.
- Once the procession has begun (from the time the pastor enters) and throughout the remainder of the ceremony, videographers may be positioned from the first pew back, in the side aisles, and in the center aisle.
- Videographers are not to be in the front aisle, nor in the Chancel area.
- One camera either remotely controlled or controlled by a person who does not move, may be placed in the choir loft. The balcony may be used as well.
- No extra lighting other than that supplied by the church is to be used. The sanctuary sound system is not to be used under any circumstances.
- The building will be open no earlier than 2 hours prior to the wedding unless prior financial arrangements have been made with the church by the wedding party

Decorator/Florist

The beauty of the church lies in its simplicity, and the loveliest settings are those that use a minimum of floral display.

Flowers and Greenery - please be certain that all potted flowers or greenery have protective coverings underneath.

Church Vases - the two sanctuary brass vases may be used for the wedding; however, the vases are never to leave the sanctuary. A paper mache 4K liner will fit the vases, which measure 15 ½ inches tall.

Pews - please do not use tacks or tape of any kind on the ends of the pews or on any other woodwork in the room. There are 20 pews on each side of the sanctuary.

Church furniture - the pulpit, candlesticks, communion table and brass cross on the table should not be removed or obscured. No floral arrangements are permitted on the communion table. A single rose in honor/ memory of someone is acceptable.

Aisle runner - the aisle of the sanctuary is 25 yards. Since the aisle is narrow, the use of candles attached to the ends of the pews is prohibited. Bow and/or flower decorations should be kept simple.

Unity candelabrum - is provided by the church. If you choose to use the candelabrum, you must provide the bride and groom candles (regular size tapers) and a large unity candle (3-4 inches round).

Candles - the church provides two 7-branch floor candelabra and two candlesticks on the communion table that may be used. These candles use oil provided by the church. Candles used in the windows must be enclosed in hurricane globes.

Doors - there are three sets of doors in the front of the church. Any wreaths/decorations should be attached to the screws/nails over the doors, not on the doors themselves.

Building hours - the church is open two hours before the wedding. Floral decorations should be put in place during this time. In some cases you may make other arrangements by calling the office. Each additional hour is \$25 per hour. Consult the Administrative Coordinator regarding other events that may be held on the wedding day. Flowers delivered must be labeled with the church name and the wedding party name.

After the wedding - any floral equipment should be removed immediately following the wedding. The church is not responsible for items/equipment.