

**FIRST PRESBYTERIAN CHURCH
WEDDING POLICIES ADDENDUM**

WEDDING VIDEOGRAPHY

If outside professionals or family friends are to videotape the service, the following must be observed:

- The Wedding Coordinator must be informed of the person's name and all contact information (commercial entity or family friend) and be in possession of the signed vendor disclaimer for such persons.
- Only First Presbyterian Church staff may move church equipment.
- Outside vendors must set equipment in areas specifically designated by FPC Media staff.
- Once the prelude begins moving about in the Sanctuary is prohibited.
- The videographer is permitted to take video from the Narthex or very back of the Sanctuary at the beginning of the ceremony as the bridal party proceeds down the center aisle of the church, and as the bride and groom leave the altar after the ceremony is over. The Wedding Coordinator will indicate the appropriate position.
- Once the bride has reached the front of the Sanctuary, all videographers must record from the Sanctuary balcony for the entirety of the wedding ceremony (Welcome—Presentation of the Couple).
- You may place UNMANNED cameras in the organ bay at the back of the Chancel or other designated video spots, if coordinator and pastor agree they are unobtrusive (i.e. GoPro), and the placement does not require moving any FPC equipment. These cameras MUST be in place 1 hour prior to the start of the ceremony. Please check here if this WILL be happening so our media team can be aware. ____ (If left unchecked, unmanned cameras will NOT be allowed day of the wedding.)
- No special lighting is allowed.
- **Please provide a formattable SD card for recording.**
- Please check here if wireless microphones will be used. ____

I have read the above rules and agree to abide by these rules and ALL instructions given by the First Presbyterian Church's Wedding Coordinator.

Signature

Date

Printed or Typed Name/Company

Telephone Number

Address, City, State Zip

Email Address

Bride & Groom Names

Wedding Date

Please complete this form and return via: mail to Attn: Weddings, FPC Houston, 5300 Main Street, Houston, TX 77004; fax to 713-620-6550; or email to weddings@fpchouston.org.