

The Immaculata
University of San Diego Campus
5998 Alcalá Park, San Diego, CA 92110
619-574-5700
619-574-5707 FAX

Dear Photographer/Videographer:

We are happy to welcome you to The Immaculata! Whether you have been photographing or videotaping weddings at our church for several years, or it is your first assignment, please take time to thoroughly read the following guidelines, as some of our policies have changed.

Please understand that The Immaculata is not a building that has been rented by the bride and groom for their own personal use. Rather, The Immaculata Parish community is sharing their worship space with the couple on their special day. Photographers and videographers must see to it that reverence and respect are observed in the church at all times. Weddings at The Immaculata are *first and foremost*, religious events. Any distraction or lack of discretion regarding this religious ceremony by the photographer or videographer is unacceptable. Please know that we will make every reasonable effort to facilitate the success of your assignment.

Sincerely,

Reverend Matthew D. Spahr

**The Immaculata's
Wedding Photography/Videography Policies**

Before the Ceremony

1. If pre-wedding photographs are desired, the photographer and bridal party may arrive no earlier than one hour (1 hour) before the ceremony. Photo sessions in the sanctuary must end at least fifteen (15) minutes prior to the scheduled start time of the wedding.
2. A Catholic Church sanctuary is considered a sacred space. It is not to be used as a professional studio. Therefore, studio lighting equipment of any kind **may not** be used before, during or after the ceremony.

Please note: It is the photographer's responsibility to make sure a spirit of reverence and respect are observed while posed photos are taken in the sanctuary.

During the Ceremony

1. To avoid distracting the congregation, there should be as little movement around the church as possible by the photographer and videographer. Photographers and videographers must never block the congregations view. Neither should they cross in front of the sanctuary at anytime during the ceremony. **Photographers and videographers must remain on the ground floor level and are not allowed within the sanctuary at any time during the ceremony.** The organ gallery may be used as a photo/video location. Please notify the wedding coordinator or organist if access to the gallery is required.
2. The use of flash by the photographer is permitted during the procession and recession only. Flash **may not** be used at any time during the ceremony itself. Videographers **may not** use video lighting at anytime while inside the church building. Please note: Depending on the amount of natural light, the main body of the church may be dark. Please bring the appropriate equipment and film.
3. Photographers and videographers should check with the priest or deacon who will be presiding at the wedding before the ceremony begins to determine his personal preferences. Some priests or deacons may have additional requirements.

After the Ceremony

1. Posed photographs of the bridal party and family may be taken in the church immediately following the ceremony. The church **must be** vacated 1½ hours after the scheduled start time of the wedding **without exception.** If the wedding begins on time, this should allow you ½ hour for photos at its conclusion.
2. Sanctuary furnishings may not be moved or removed except for the kneelers or bridal party chairs. Additional photos may be taken at other locations on the church or University grounds provided it does not interfere with another event.
3. The Immaculata cannot be responsible for any equipment left on church property at any time.

It is our sincere hope that you will have a pleasurable and successful experience photographing or videotaping at The Immaculata. Please do not hesitate to contact our parish wedding coordinator at 619-574-5704 if you have any questions or need clarification of the above guidelines. Thank you!

Company Name: _____ Phone Number: _____

Photographer/Videographer Name: _____

Bride/Groom Names: _____ Wedding Date: _____

I have read and agree to comply with all the guidelines and stipulations outlined in *The Immaculata's Photography/Videography Policies* document.

Signature _____ **Date** _____