



Videography 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 videography for the wedding shown above at St. Paul United Methodist. Please review below the guidelines to be followed when doing videography for any wedding in St. Paul Church.

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 pre-service music has begun, and throughout the service, cameras are to be located in the balcony or transepts until the wedding party has exited at the end of the ceremony. In addition, one stationary camera, either controlled remotely or by a camera person who does not move, is allowed in the choir loft. During the service, cameras and operators are to remain stationary. No cameras are allowed in the Chancel area at any time

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.

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