

CATHEDRAL OF THE MOST BLESSED SACRAMENT

9844 Woodward Avenue

Detroit, Michigan 48201

(313) 865-6300 x221 (voice) (313) 867-4613 (fax)

Kimberly D. McDaniel, Wedding Coordinator

Dear Photographer:

It is our understanding that you have been selected as the Photographer upcoming wedding at the Cathedral of the Most Blessed Sacrament in Detroit, Michigan. As the Cathedral Wedding Coordinator, I'd like to welcome you as a part of their upcoming celebration in our church. Listed below are the guidelines and information for Photographers at the Cathedral. Please take a moment to read through this information, sign and date it, and **mail or fax this letter back to the Cathedral** (to my attention) at your earliest convenience. Also, please don't forget to keep a copy for your reference. Should you have any questions about the information contained herein, please do not hesitate to contact me at the number listed above, or via email at: BSCWeddings@Yahoo.com. I look forward to working with you, and am happy to assist in any way possible.

Sincerely,

Kimberly D. McDaniel, Wedding Coordinator

GUIDELINES FOR THE PHOTOGRAPHER

This form must be returned by two weeks prior to the wedding, signed by the Photographer. Keep a copy for your records. **Without this on file at the church, no video equipment or personnel will be allowed during the ceremony.** Photographers and their equipment should not interfere with the religious ceremony, nor should it obscure the view of guests or distract from the ceremony.

1. Photographers and their assistants will be allowed to enter the Cathedral sanctuary and/or bridal room no earlier than one half-hour (30 minutes) prior to the scheduled ceremony time. **No exceptions will be made.**
2. Weddings must begin on time – Bridal party delays in arrival to the Cathedral due to photography at another site will result in significant time reductions in post-ceremony, and may result in other restrictions. Please plan accordingly.
3. Smoking, food, and drinks are not allowed in the Cathedral buildings at any time.
4. It is expected that the camera operator will be as unobtrusive as possible. During the ceremony (excluding entrance and exit), you should remain stationary. Appropriate attire should be worn. No denim, please.
5. No additional lighting equipment is permitted at any time in the Cathedral. Flash photography is permitted during the entrance processional and recessional ONLY. You will not be permitted to walk on, or place a camera on, the altar.
6. No extension cords or connections to the Cathedral power system will be permitted.
7. Post-ceremony, photographs may be taken under the direction of the Cathedral Wedding Coordinator. The photography session following the wedding will be ended 90 minutes AFTER the scheduled beginning of the wedding. Delays to the start are not the responsibility of the Cathedral. No exceptions can or will be made. The photographer should be as quiet and respectfully reverent as possible. Please plan accordingly.
8. The bridal couple is liable for any damage to the building or furniture done caused by a vendor.

Bride: _____ Groom: _____

Wedding Date: _____ Ceremony Time: _____

Photography Company: _____ Contact Person: _____ Phone: _____

I have read these guidelines and agree to abide by them:

Signed: _____ Date: _____

Representative of Photography Company