

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 Videographer:

It is our understanding that you have been selected as the videographer for an 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. Please remember that this wedding is not only a major celebration in this couple's lives, but also a sacred religious ceremony. Listed below are the guidelines and information for videographers 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 VIDEOGRAPHER

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

1. Videographers 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. Due to scheduling, no exceptions can be made.
2. Do not move church furnishings. No furniture can be moved to accommodate video equipment.
3. You are required to supply your own portable power source (battery power). You will not be permitted to use the Cathedral electrical outlets. Extension chords are NOT allowed.
4. You will not be permitted to walk on, or place a camera on, the altar.
5. Smoking, food, and drinks are not allowed in the Cathedral buildings at any time.
6. Except during the processional and recessional, any camera inside the Cathedral or visible to the guests must remain stationary and mounted on a tripod, but can be operated by an attendant. It is expected that the camera operator will be as unobtrusive as possible.
7. Appropriate attire should be worn. No denim, please.
8. No additional equipment to enhance the lighting of the Cathedral is permitted.
9. The bridal couple is liable for any damage to the building or furniture done caused by a vendor.

Bride: _____ Groom: _____

Wedding Date: _____ Ceremony Time: _____

Videographer Company: _____ Contact Person: _____ Phone: _____

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

Signed: _____

Date:

Representative of Videographer Company