

**Westlake Hills Presbyterian Church
Wedding Photographer/Videographer Agreement**

Please return this signed agreement to the WHPC Wedding Coordinator at least 2 weeks prior to the wedding date.

Bride/Groom Name _____

Wedding Date/Time _____

Company Name _____

Contact Name _____

Address _____

Phone # _____ Email _____

Planned Arrival Time on Wedding Day _____

Westlake Hills Presbyterian Church considers the marriage ceremony to be a service of worship. Therefore, we ask that the contracted photographer/videographer abide by the following policies:

1. Photographs may be taken before or after the service in any part of the building and on the grounds; however, all pre-ceremony photography in the sanctuary/chapel should be concluded **1 hour prior to the ceremony**.
2. Flash photography should be limited to before the ceremony, during the processional, and after the ceremony.
 - 2a. Sanctuary. The photographer may be next to the fourth row from the back of the room during the processional and recessional. Non-flash photos may be taken from the back of the room, the far side aisles, or from the balcony.
 - 2b. Chapel. Non-flash photos may be taken from the back and sides of the room.
3. Professional videography is permitted during the ceremony.
 - 3a. Sanctuary. The videographer may record from the back of the room, from the balcony, or with an unmanned camera in an unobtrusive location on the chancel. All video equipment should be in place 1 hour prior to the ceremony. It is permissible to attach an audio cable to the church sound system, with this cable being provided by the videographer. Placing microphones on the bride and groom is not allowed. The WHPC sound technician will not mic acoustic instruments such as the organ, string quartets, trumpets, etc. Arrangements should be made through the WHPC wedding coordinator for the videographer to meet with the sound technician to test equipment during the week prior to the ceremony.
 - 3b. Chapel. The videographer may record from the back of the room or with an unmanned camera in an unobtrusive location in the front of the room.

Your signature signifies that you, the Photographer/Videographer, understand and will abide by these policies set forth by Westlake Hills Presbyterian Church, 7127 Bee Cave Road, Austin, TX 78746, Phone 512.327.1116, Fax 512.328.4238.

Signed _____ Date _____