

# Photography in “The Motherhouse Chapel”

## The Chapel of the Incarnate Word

Welcome! The Chapel of the Incarnate Word is the convent chapel of the Sisters of Charity of the Incarnate Word and it is kindly requested that photographers and associates move and act accordingly, keeping in mind the dignity of the Rite and the sacred space in which the ceremony takes place.

Please initial stating you acknowledge and agree to the following:

### \_\_\_\_\_ **Timeline**

Upon arrival at the Chapel, all photographers (including secondary photographers) must check in with the wedding coordinator.

The photographer is asked to vacate the chapel as quickly as possible after the formal portrait session.

### \_\_\_\_\_ **Furniture**

There is a designated table for equipment. Please place your equipment either on or under the table. Do not place any equipment in the stalls, pews, or lean against any railings.

Chapel furniture or altar furnishings may not be moved.

Standing on chairs, pews, stalls, or any other furniture is strictly prohibited.

### \_\_\_\_\_ **Flash Photography**

Flash photography **is allowed** only during the wedding procession and recession and for formal photographs afterwards.

Absolutely **no flash photography is allowed during the liturgy**.

### \_\_\_\_\_ **Movement**

During the procession, photographers may stand in the aisles that separate the first and second groups of stalls, (i.e., those located closest to the entrance into the chapel) or in the indented areas located in the front-most stalls. Do not step into the center aisle.

Once the procession is over, photographers and all equipment must remain behind the front pillars (where the wedding party sits); do not move within the stalls where you may disrupt or block guests.

The center aisle is off limits once the procession has begun, throughout the liturgy, and recession. You must use the side aisles to move from one side of the chapel to the other.

The sanctuary (the area surrounding the altar) is off limits at all times.

The Blessed Sacrament Chapel (the right of the sanctuary) is off limits at all times. Please do not directly photograph the Blessed Sacrament Chapel.

The choir loft and stairs leading to the choir loft are off limits at all times.

During the recession, the photographer may not stand in the center aisle; however, the photographer might stand within the doorway into the chapel in order to capture the bridal party exiting the chapel.

### \_\_\_\_\_ **Liturgy of the Eucharist**

**No photography of any kind is allowed during the Liturgy of the Eucharist.** The Liturgy of the Eucharist begins immediately after the general intercessions (when the bread and wine are brought from the back of the Chapel to the front), and concludes after Communion. If you have any questions, please ask the wedding coordinator. The wedding coordinator will work with you during the liturgy if you are unsure.

### \_\_\_\_\_ **Formal Portraits**

The formal wedding party photographs begin immediately after the end of the liturgy, and should last no longer than 30 minutes, unless more time is agreed upon by the couple and the wedding coordinator ahead of time.

All formal photographs take place in the center aisle, in front of the sanctuary, standing in front of or on the first group of steps (not in the sanctuary). The Blessed Sacrament Chapel or the Holy Family Altar are not backdrops for any photography.

These are formal photographs, **absolutely no suggestive, horizontal, bent over, sitting, whooping, hollering etc.**

The couple, only, may be photographed in the center aisle with family and/or wedding party surrounding them. This is a formal, standing pose.

Photographers may not direct anyone participating in the ceremony and/or formal portraits to remove any sort of clothing or covering during formal portraits and while inside the Chapel.

### \_\_\_\_\_ **Other**

Photographers must dress in business casual attire; no blue jeans, shorts, flip flops, etc.

Videography / video recordings of the liturgy are not allowed in the Chapel.

The primary photographer is responsible for all secondary and/or tertiary photographers. If any photographer breaks any Chapel rules, all may be asked to cease photography and may be asked to leave.

No gum, food, or drink is allowed in the Chapel at any time.



By signing this agreement, you agree to abide by the Chapel of Incarnate Word policies. You understand that these agreed upon policies supersede any requests made by your customer. It is emphasized that photographic images of both the exterior and interior of the Chapel of the Incarnate Word have copyright protection, and **must not** be used or posted in any advertising, promotional material, or printed for any commercial purpose. It is also understood that, by signing of this agreement, photography may be terminated if any of the agreed to policies are infringed.

Name of Primary Photographer:

Company:

Website:

Mailing Address:

Primary Photographer Phone Number:

- I have read, initialed, and agreed to all the policies -

Signed by:

Date:

Approved by:

Date: