



REGULATIONS FOR WEDDING VENDORS

PHOTOGRAPHY AND VIDEOGRAPHY

- No flash photos may be taken during the service.
- If special equipment for long distance photos is needed, it is the responsibility of the photographer to plan ahead and provide them.
- Remotely operated stationary cameras may be placed in certain locations near the front of the church or chapel and out of the line of sight of the guests with advanced approval of the Rector.
- Stationary video cameras are allowed in designated areas. Typically we have videographers stay in these areas, but we are willing to consider alternatives.
- Videographers may set up a video camera to one side of the center aisle in the back, yet not in the front.
- Photographers are not allowed to photograph the entrance of the wedding party or bride from the front of the church or chapel. If these photos are to be taken, the photographer may do so from a stationary location a few pews from the entrance. Ask the member of the clergy for instructions.
- In the church, photographers and videographers may go from one transept to the other by going around the side aisles. In the chapels, they must remain stationary during the service.
- Photographers are not permitted to move around in front of the guests after the service begins.
- The photographer and videographers may stand at the back of the aisle to take photos of the bride and groom and wedding party as they exit the church or chapels at the end of the service.
- Photos and videos are to be completed within thirty minutes of the end of the service. The end of the service is when the officiant leaves the room. This must be strictly adhered to due to time constraints for other weddings.
- If photos are taken after the service, the photographer must begin setting up as the guests are leaving the church or chapels.
- Photographers and videographers are not allowed to move or stand on any furnishings in the church or chapels. Cost of repairs to any furnishings caused by these actions will be the responsibility of the photographers or videographers.
- All communication concerning the wedding must be done between the couple and the parish office. Wedding consultants are welcome but they have no authority over the use of the buildings or the conduct of the service.



FLOWERS

Chapel of the Transfiguration

- Two small vases for flowers are allowed at the altar. They must not be taller than the altar cross, which is 18 inches.
- Simple flower arrangements may be placed in the windowsills; *however*, if the windows are open for guests using the benches outside, the flowers will not be allowed because they hinder the view and could blow over.

St. John's Church and Chapel

- Two vases or baskets of flowers are allowed on the flower pedestals near the altar.

General

- NO thumbtacks, tape, putty, etc. may be used on the walls, pews or doors of the church or chapels, and the bell and bell tower at the Chapel of the Transfiguration.
- No floral arrangements or plants may be placed on the organs or piano.
- For safety reasons, runners are not permitted down the aisle.
- Flower petals, rice, birdseed, confetti, bubble-blowing kits, and other objects are not to be strewn anywhere inside or outside our buildings. Flower petals stain the floor surfaces; rice and birdseed can impact wildlife and pose a safety hazard to tourists and other guests, and all items present a cleaning problem for staff.
- Additional candles, arches and stands are not permitted.
- Unity candles are not permitted.
- Moving or rearranging church property is not permitted without written permission. (This includes lecterns, kneeling cushions, altar linens, flags, or banners.)
- All flowers and decorations must be removed by the florist or the wedding party within thirty minutes after the end of the service. For this purpose, the end of the service is when the officiant leaves the room.
- The cost to repair any damage done by florist to the buildings or furnishings will be the responsibility of the florist.

Please contact the office for directions if any of this is unclear or speak to the clergy or altar guild prior to the service.



Acknowledgement

Wedding Couple

We acknowledge receipt of the wedding policies for photographers, videographers, florists and wedding planners. I also agree to abide by these policies.

Names of Couple

Date of Wedding

Signatures of Couple

Date

Photographer Videographer Florist Wedding Planner

On behalf of my company, I acknowledge receipt of the wedding policies for photographers, videographers and florists. I also agree to abide by these policies.

Name of company

Address of company

City

State

Zip

Telephone Number of company

Email Address of Firm

Print Name

Signature

Date

Please complete, detach, and send this acknowledgement form to St. John's Episcopal Church, P.O. Box 1690, Jackson, Wyoming 83001, via email to weddings@stjohnsjackson.org or fax to 307-734-1371.