

MADONNA DELLA STRADA CHAPEL

PHOTOGRAPHY AND VIDEO GUIDELINES

Please send this sheet to your photographer and videographer.

1. Weddings are celebrated on Saturdays at 11:00am, 1:00pm, and 3:00pm. Each wedding is allotted 90 minutes from the scheduled start time for the wedding, including the last wedding of the day. This 90 minutes includes the liturgical celebration **and** any picture taking inside the chapel following the ceremony. You are permitted to take pictures outside on the campus grounds beyond the 90 minute allotment, however, please be considerate of weddings scheduled to occur after yours.
2. A Loyola University Chapel Coordinator will be on duty for each wedding and can review these policies with you on site. Please ask the Chapel Coordinator if you are unsure as to what is deemed appropriate. Any questions about these policies must be directed to the Chapel Coordinator on duty, not to the deacon or priest.
3. Photographers and video personnel are to be as unobtrusive as possible. Photographers and video personnel are permitted to walk the entirety of the two side aisles and halfway up the middle aisle but cannot walk in front of the first row of chairs or in front of the altar. Photographers and video personnel should not interfere with any aspect of the procession, liturgy, or recessional. Posing during the liturgy, waving to the couple or distracting from the ceremony is not allowed. Flash photography and video lighting are not permitted during the liturgy, however, it is permitted after the ceremony.
4. Photographers and video personnel are welcome in the organ loft which can be accessed via either of the two stairwells inside the bathroom doors at the rear of the chapel. Please do not interfere with the musicians in the organ loft.
5. Videographers are welcome to plug into the chapel sound system. Check with the Chapel Coordinator for the location. Please note the videographer must have a male XLR cable to plug in to the system.
6. Standing on any chairs for picture taking or posing is forbidden.
7. The altar is a sacred place, and, therefore, photographers and video personnel are not permitted on the altar. Nothing should be placed on the altar, nor should it be used as a prop.
8. Video equipment cannot be obtrusive and must remain stationary. Typically video equipment is placed at the back of the aisle near the baptismal font. Drones are not permitted.
9. Photo and video lighting racks are not permitted.
10. All equipment and containers must be kept on the elevated marble landings that are on the outside of each side aisle and adjacent to the chapel walls. All equipment and containers must be kept off the side and middle aisles and out of the way of all traffic patterns. Nothing should be placed in or on the chairs.
11. Microphones and/or electric wiring cannot be taped across the aisles. Sanctuary microphones are not to be disconnected or tampered with in any way.
12. Musicians may not be photographed or videotaped without their explicit personal approval.
13. Because of the sacredness and formality of the wedding, proper attire is required of all personnel.
14. Food and beverage are not allowed in the chapel. Alcoholic beverages are not permitted in the chapel.
15. All voices must be kept down during photographic sessions. Shouting is inappropriate.
16. It is the responsibility of the wedding couple to ensure that the photographer and video personnel receive these policies and abide by them.
17. Adaptations to these policies may be made at any time by Loyola University Chicago.
18. Any violation of these policies will be immediately addressed. Continued violations will result in the dismissal of the photographer/videographer from the chapel.