

MADONNA DELLA STRADA CHAPEL

PHOTOGRAPHY AND VIDEO GUIDELINES

Please send this sheet to your photographer and videographer.

1. Weddings are celebrated only on Saturdays at 11:00a.m., 1:00p.m., and 3:00p.m. Each wedding is allotted 90 minutes from the scheduled start time for the wedding, including the last wedding of the day, for the liturgical celebration **and** any picture taking following the ceremony.
2. Photographers and video personnel and their equipment are to be as unobtrusive as possible. They 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 or video lighting is not permitted during the liturgy.
3. Photographers/video personnel are not permitted in the sanctuary, or any other place deemed inappropriate by the chapel staff.
4. Video equipment cannot be obtrusive and must remain stationary.
5. Microphones and/or electric wiring cannot be taped across the aisles. Sanctuary microphones are not to be disconnected or tampered with in any way.
6. Photo and video lighting racks are not permitted.
7. All equipment and containers are to be kept on the floor and well out of the way of traffic patterns. Nothing should be placed in or on the chairs.
8. Standing on any chairs for picture taking or posing is forbidden. The altar is a sacred place; nothing should be placed upon it, nor should it be used as a prop.
9. Musicians may not be photographed or videotaped without their explicit personal approval.
10. Because of the sacredness and formality of the wedding, proper attire is required of all personnel.
11. No food or beverage is to be brought into the chapel. Alcoholic beverages are not permitted in the chapel.
12. All voices must be kept down during photographic sessions. Shouting is inappropriate.
13. It is the responsibility of the wedding couple to ensure that the photographer and video personnel receive these policies and abide by them.
14. Any questions about these policies must be directed to the chapel coordinator on duty, not to the deacon or priest.
15. Adaptations to the policies may be made at any time by Loyola University Chicago.
16. Any violation of these policies will be immediately addressed. Continued violations will result in the photographer/videographer being immediately asked to leave the chapel.