



IMMACULATE CONCEPTION
AND ST. JOSEPH PARISH

A family of families

ICSJ PARISH PHOTOGRAPHY & VIDEOGRAPHY GUIDELINES

Photographers and videographers offer an important service to brides and grooms and their families and friends, because they provide a remembrance in pictures, action and sound of a most memorable time. To help you to provide the best possible remembrance and memories of the day, we offer the following general guidelines for photography and videotaping of a wedding in Immaculate Conception and St. Joseph Parish.

You may find it helpful to visit the church to see the space for yourself. However, to help you to determine how to best photograph or videotape before, during and after the wedding in a way that is acceptable and in keeping with these guidelines, we have provided a diagram of the worship space. After looking at the diagram and reading these guidelines, if you still have questions, please contact our Parish Event Coordinator prior to the week of the wedding day. *Please do not wait until the date of the wedding to do this, as it is often not possible to fully respond to your questions on that day.*

- **Be devoted to being unobtrusive.** Set up equipment and move around in the space quietly and carefully. Gear bags and extra equipment can be placed in the back pews or off to the side in the church.
- **Do not go in front of the first three pews while in center aisle.** The bridal party, parents, grandparents, and special guests will be seated in these front rows. This is a very special day for them as well and we want to be sure their views are never obstructed or their focus distracted.
- **Photographs of the musicians are not allowed.** These are paid vendors as you who rely heavily on their ability to focus – reading music while playing their instrument. A flash or clicking of a camera going off in their face can distract them from this focus and cause errors to be made.
- **The organ loft is off-limits during the ceremony.** The old wooden stairs are loud and distracting during a ceremony. An unmanned video camera may be set up in the loft prior to the start of the ceremony but should be left alone once the ceremony begins.
- **Photographers should remain off the altar during the ceremony.** This is a sacred place and should be respected. Cameras on tripods can be set up for during the ceremony on the altar, near the sacristy entrance doors. Photographers should not be going onto the altar to adjust cameras or take pictures from the altar.
- **No special lighting should be brought into the church or set up.** There is adequate lighting in the church for all contemporary photographic and video equipment.
- **Available photograph time must be respected.** The couple has a two hour window of time in which to use the church. Early arrive 30 minutes before their ceremony time, a one hour ceremony, and 30 minutes after their ceremony for pictures. There will be no receiving

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lines at the church, so the couple and their bride party will return to the altar immediately following their recession.

- **Coordinate with the couple beforehand on a shot list.** Family and friends in photographs will be seated near the front of the church before the ceremony. The couple has been advised to save on time, to inform all family members they want to appear in photographs to remain in their pews following the ceremony. This will help with coordinating and calling out for people for pictures.

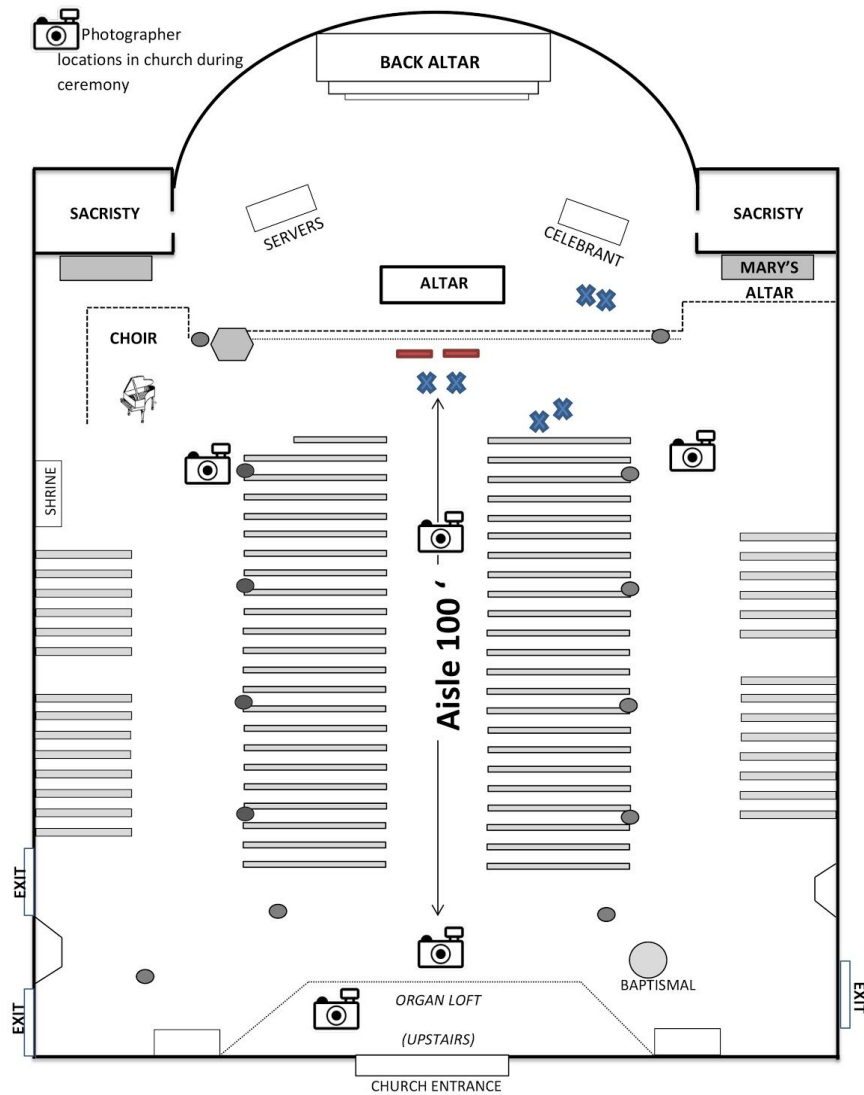
Thank you for your attention to these guidelines. As a reminder, if you have questions, please contact our Events Coordinator, Jutta Keenan, at 312-787-7174, ext 2 or jkeenan@icsjparish.org prior to the week of the wedding day. *Please do not wait until the date of the wedding to do this, as it is often not possible to fully respond to your questions on that day.*



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St. Joseph Church Floorplan



● Church Pillars

— Option to kneel for Bride & Groom – can add MOH & BM kneels

✕ Option to sit in chairs for Bride & Groom – can add MOH & BM chairs on altar