

FBJ CHAPEL VIDEOGRAPHER GUIDELINES

Please sign and submit electronically or print and fax to FBJ Wedding Coordinator, Terri Pigford, at 601-714-6922. Signed guidelines may also be mailed to P. O. Box 250, Jackson, MS 39205. Direct questions or comments to tpigford@fbcj.org or 601-949-1925 no later than thirty (30) days before the wedding.

FBJ established the following policies to help maintain the worshipful nature of the ceremony and to protect the facility and furnishings. The videographer is responsible for complying with these policies.

1. Videographers are expected to wear attire appropriate to a wedding ceremony. Inappropriate attire includes, but is not limited to: denim jeans, t-shirts, cutoffs, flip-flops, athletic wear, and hats. Videographers are encouraged to be discreet in their presence during the ceremony.
2. No nails, tacks, tape, adhesives, or anything that will mar woodwork or furniture may be used to mount equipment.
3. In the Chapel, one manned video camera may be placed in the back, or placed midway up either of the outer aisles. Another unmanned camera may be placed on the platform. See the *Chapel Outline* section in the online Wedding Plan Booklet to locate where the cameras can be stationed. All video cameras must be mounted on stationary tripods. The wedding photographer must agree with placement of the video camera near the front of the Chapel. See PHOTOGRAPHER guidelines for more information.
4. FBJ media cannot be contracted as videographer for Chapel weddings and FBJ video equipment is not available for use in Chapel weddings.
5. Videographers cannot move around with a camera, move plants, black out windows, or block aisles or the guests' view of the ceremony.
6. The videographer is responsible for following the signed *Videographer Guidelines* found online under Vendor Policies at <http://firstbaptistjackson.org/planning-your-wedding>. Failure to follow these guidelines will result in a charge to the videographer equal to the bride's FBJ deposit. Failure to pay the charge to FBJ within 30 days of the wedding date will result in forfeiture by the bride of her deposit and the videographer will be prohibited from serving another wedding at FBJ.
7. Neither FBJ nor the Wedding Committee is responsible for any loss or damage to equipment a videographer's equipment, nor are they responsible for any equipment or supplies left accidentally at the church.
8. Smoking and alcoholic beverages are not permitted on FBJ property at any time.

I have read the above wedding policies and agree to follow them. If I do not, I will not serve another wedding at First Baptist Jackson.

Bride's Name

Wedding Date

Videographer/Company Name (please print)

Contact Phone/Email Address

Signature

Today's Date

Revised: March 1, 2016