

FBJ PHOTOGRAPHER 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 photographer is responsible for complying with these policies. These policies apply regardless of location of the wedding within FBJ unless otherwise noted.

1. Photographers 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. All photographers are encouraged to be discreet in their presence during the ceremony.
2. All photos taken before the ceremony must be completed one hour prior to the hour of the wedding.
3. One flash photo may be taken of the bride starting down the aisle. All other flash photography is limited to before and after ceremony.
4. In the Chapel, camera noise is distracting to the guests.
 - a. One stationary photographer may be seated near the front of the Chapel. The camera used must be silent and emit no light or flash. The location must be pre-approved by the Wedding Director, the bride's family, and the minister.
 - b. A limited number of photos may be taken during the ceremony if the photographer uses a silent digital camera and remains in the back. The wedding director has discretion over the number of photos allowed.
 - c. The photographer may be consulted regarding placement of the videographer's tripod placement near the front of the Chapel.
5. In the Sanctuary:
 - a. Two stationary photographers may be seated in the Sanctuary. The camera used must be silent and emit no light or flash. The location must be pre-approved by the Wedding Director, the bride's family, and the minister.
 - b. An unlimited number of photos may be taken during the ceremony if the photographer uses a silent digital camera and remains in the back.
6. Stationary photographers are allowed to stand when, and if, the wedding guests stand and move to the aisle to photograph the bride's processional. After the processional, the stationary photographer is to remain seated in the spot pre-approved by the Wedding Director, the bride's family, and the minister.
7. If a single photographer is covering the wedding, he/she may choose to discretely move to the back after the bride processes while guests are still standing.
8. Stationary photographers are to refrain from excessive shooting as their goal is to cover key shots.
9. Photographers are to be respectful of guests and not draw attention to themselves.
10. Photographers designated as "moving" are to remain near the back during the wedding and not block the view of any guests.

11. Photos may be taken up to one hour before the ceremony, after the ceremony, and during a FBJ reception, if applicable.
12. As a courtesy to the minister, please plan any photos in which he or she is to be included, either just prior to the cut off time before the ceremony or immediately following the ceremony before the other photos are made.
13. The regular Sanctuary house lighting is adequate for the taking of wedding photos. However, if the lighting engineer is requested to adjust the house lights earlier than two hours before the wedding, an additional charge applies. See the APPENDIX B – FEE SCHEDULE in the online Wedding Plan Booklet.
14. The church may be reserved in two-hour sessions for bridal portraits and engagement photographs based on room availability. Room reservations for photography sessions are only available during church office hours and must end no later than 4:30 PM. To make reservations, contact the Wedding Coordinator (see the Wedding Plan Booklet, APPENDIX C – CONTACT INFORMATION).
15. Each photographer is responsible for following the signed guidelines *Photographer 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 photographer equal to the bride’s FBJ wedding ceremony deposit. Failure to pay the charge to FBJ within 30 days of the wedding date will result in forfeiture by the bride of her wedding ceremony deposit and the photographer will be prohibited from serving another wedding at FBJ.
16. Neither FBJ nor the Wedding Committee is responsible for any loss or damage to the photographer’s equipment, nor are they responsible for any equipment or supplies left accidentally at the church.
17. 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

Photographer/Company Name (please print)

Contact Phone/Email Address

Signature

Today’s Date