

PLEASE READ CAREFULLY

[GIVE A COPY TO YOUR PHOTOGRAPHER AT THE TIME YOU MAKE ARRANGEMENTS]

TO ALL PHOTOGRAPHERS:

1. It will be the Photographer's responsibility to decide what time he or she will need to get into the facilities to begin setting up, and to communicate that with the client. FBC personnel are not responsible for coordinating this. **For security reasons, keys will not be loaned to anyone.**
2. The event is allowed six (6) hours maximum: four (4) hours prior and two (2) hours after the event. **If you require more time, please notify your client as soon as possible. There is an additional hourly fee for every hour over the maximum allowed.**
3. Please remember the wedding is a religious ceremony. Please be as inconspicuous as possible to preserve the sanctity of the occasion. Due to previous photographers blatant disregard for the church we ask that you use good taste when deciding upon poses.
4. **No flash photography will be permitted during the wedding ceremony.**
5. **IMPORTANT:** For weddings taking place in the Sanctuary, photographers may NOT remove the choir chairs, the rug on the stage, large black speakers, risers, the pews, pews pads, or any musical instruments for any reason. **NO EXCEPTIONS.**
6. The photographer may take a photo of the bride coming down the aisle. He or she may not go past the seventh pew when taking this photograph during the ceremony.
7. Pictures taken in the Sanctuary or Chapel prior to the ceremony must conclude at least 45 minutes before it begins. Please schedule your arrival and start times with this in mind.
8. Should you have any questions on the day of the wedding, please ask the Ceremony Director.
9. **IMPORTANT:** In the event the photographer cannot or will not respect the guidelines FBC has in place **they will not be invited back for future events.**
10. **PLEASE OBSERVE THE FOLLOWING CHURCH RULES:**
 - A. **INSIDE THE CHURCH: NO rice, birdseed, confetti, flower petals, etc.**
 - B. **OUTSIDE THE CHURCH: NO birdseed or rice.** (Nothing that may be harmful to living creatures.)
 - C. **There will be no smoking or use of tobacco products permitted in the church buildings or on the church grounds at any time.**
 - D. **No alcoholic beverages may be served or consumed in church buildings or on the church grounds and any guest under the influence of alcohol will not be welcome.**
 - E. **There will be no use of illegal drugs allowed in the church buildings or on church premises/grounds at any time. Any guest under the influence will not be welcome.**

PHOTOGRAPHERS WILL BE HELD RESPONSIBLE FOR ANY DAMAGE TO FACILITIES HE OR SHE UTILIZED.