



POLICY FOR WEDDING VIDEOGRAPHERS

at the BASILICA OF SAINT MARY

Welcome to the Basilica of Saint Mary. We are pleased that your gifts and talents as a videographer will be shared in the worship of God during a wedding at the Basilica. To ensure a flawless celebration the following guidelines have been established. If you have any questions or concerns please contact M.E. Murray, Coordinator of Liturgical Celebrations, as soon as possible.

ARRIVAL

Videographers may not arrive on campus until two and a half hours prior to the wedding ceremony and will not have access to the worship space until two hours prior to the wedding ceremony. **(Early access to campus or to the worship space must be arranged and agreed to by the coordinator of liturgical celebrations.)** Upon arrival the videographer will check in with the Basilica's wedding coordinator to review policy. Access to the sound technician is not available until one hour prior to the ceremony.

SAFETY & SECURITY

The Basilica, as a house of worship, is a public space open to all during normal operating hours. Videographers are advised to keep close watch of their belongings and equipment—do not leave equipment unattended. Videographers are encouraged to arrange storage space for their equipment (when not in use) with the wedding coordinator when they arrive on campus. Also, equipment is not permitted to be in direct view of the worshipping assembly during the ceremony (see placement below). **The Basilica is not responsible for lost or stolen items.**

Safety concerns preclude loose wires and cables from stretching across aisles or walkways. Videographers may not use tape on floors or pews of the Basilica unless it is theatrical-grade gaff tape (leaving absolutely no residue behind when removed). Damage to Basilica property, including residue left by tape, will result in a fee to the wedding couple.

DIRECT FEED/CD OF CEREMONY

The Basilica is able to provide a direct feed from the sound system (the connection is an XLR line level feed). Videographers are encouraged to contact John Harding, facilities coordinator, to discuss specific connection details (jharding@mary.org or 612-333-1381). Note that all other questions as it relates to the ceremony are to be directed to the Coordinator of Liturgical Celebrations.

The sound technician on duty may be able to assist the videographer with other connection needs, however, advanced planning is appreciated. Sound technicians are available to advise and answer questions, however, they are not responsible for the end result of sound coming from the direct feed connection. If preferred, the sound technician is able to burn a CD of the

ceremony. The videographer will check in with the sound technician not later than a half hour prior to the liturgy. The sound technician begins the sound check a half hour prior to the ceremony and will not be available to the videographer at that time.

Videographers are not allowed to set up other types of microphones (including lapel mics). The videographer will utilize the Basilica sound system either through direct feed or CD, or use camera mics. Violation of this policy will result in a fee to the wedding couple. Note that the Basilica does employ “ambient” microphones to pick up the sounds of the participation of the assembly.

During the ceremony the photographer is restricted in movement and placement. The photographer is not to be a distraction to the assembly. The photographer will meet with the wedding coordinator on the day of the ceremony to discuss placement. Note: photographers are not allowed near or around the altar area during the ceremony. There are no exceptions and violation of this policy will result in a fee to the couple.

LITURGICAL ENVIRONMENT

The liturgical environment (furniture, plants/flowers, banners, books, candles, etc.) is not to be altered or changed in any way to accommodate the photo shoot. The environment is carefully planned to enhance the worship of God. These items are not part of a set nor are they mere props, they constitute sacred items for the worship and glory of God, and need to be treated as such. The wooden altar, in particular, is treated with respect. No items may be placed upon it, save those used in worship.

LIGHTING

Light in the Basilica is affected by the time of day and amount of sun. The lighting system in the Basilica is set by computer to maximize effect and is to be operated by the wedding coordinator **only**. Videographers are to plan accordingly for their own specific lighting needs (outlets are available in the worship space but extension cords will be needed). The wedding coordinator alone will control the Basilica’s lighting system. If adjustments are needed the day of the ceremony the videographer will coordinate the adjustments with the wedding coordinator. If special considerations are known in advance, please contact the coordinator of liturgical celebrations as soon as possible for arrangements.

Camera spotlights are not allowed during the ceremony.

COORDINATOR OF LITURGICAL CELEBRATIONS

The Coordinator of Liturgical Celebrations is your contact at the Basilica. If you have any questions in the weeks that lead up to the wedding, and especially if you have any questions or concerns the day of, please contact M.E. Murray at 612-317-3433 or mmurray@mary.org. Please note that any violation of these guidelines will result in a fee charged to the bride and groom. If special arrangements are needed please contact the coordinator of liturgical celebrations well in advance of the wedding ceremony.