



Texas Christian University - Robert Carr Chapel
Photo and Video Guidelines

- Pictures may be taken throughout the Chapel until 45 minutes before the wedding. Pictures before or after the wedding within the reserved time may be taken in the bride's dressing room, foyer, cloisters, and other areas around and outside the Chapel.
• The photographer & videographer will be expected and asked to vacate the chapel and chapel area by the end of the assigned four (4) hour block of time.
• Professional photographers and videographers may stand 3-5 rows from the back to take pictures during the processional & recessional only. All other ceremony pictures must be taken from the balcony or the last row of the chapel and may not use a flash. Once the processional begins, posed photography is not allowed. Neither the photographer nor videographer will stand in or place a camera in the chancel area or front of the nave once the prelude music has begun.
• Cameras with flash attachments will NOT be used during the wedding ceremony. In this case, the "wedding ceremony" is defined as being from the beginning of the seating of the family to the end of the wedding recessional.
• No extra lighting may be used by a videographer or photographer during the wedding liturgy.
• When taking pictures of the wedding/wedding party do not move any chapel items.
• Microphones or additional audio recording equipment beyond the camera itself must be in place 15 minutes before the ceremony begins.
• Please note that neither the presiding clergy or members of the bridal party may supercede any of these policies.

PHOTO & VIDEO POLICY AGREEMENT

Name of Photographer / Videographer: _____
Business Name: _____
Address: _____
Phone # (_____) _____ Fax # (_____) _____
Contact: _____ Email _____
Wedding Party _____ Date of Wedding _____

I have read the Robert Carr Chapel Photography Policy above and agree to abide by these guidelines. I understand that if I violate these rules and regulations, I may lose future professional privileges at Robert Carr Chapel.

Signature _____ Date _____

This agreement must be on file seven days before any work in Robert Carr Chapel. Once it is on file, it is valid until policies are changed. Fax this to 817-257-7304, e-mail to robertcarrchapel@tcu.edu or mail to Robert Carr Chapel, TCU PO Box 297310, Fort Worth TX 76129. Contact 817.257.7831 for questions.

