

# Guidelines for Photographers & Videographers

**You have been asked to photograph/video a wedding at Keith Memorial United Methodist Church. We look forward to working with you. Professional videographers, outside of Keith Church, may be used for wedding services in the sanctuary and the Gathering.**

- ◆ In the sanctuary, video equipment is allowed in the balcony or in the choir loft pit area (unmanned stationary camera);
- ◆ Pictures and videos may be taken at any time during the wedding ceremony as long as the sacredness of the ceremony is respected.
- ◆ We ask that the photographer be as unobtrusive as possible during the ceremony. **Flash photography is not allowed at any point during the wedding ceremony by either the photographer or the wedding guests.**
- ◆ Photographers and videographers are not permitted to stand on any furniture or fixtures in the church. Please bring your own step stool.
- ◆ If you have any questions, please ask. It is better to clarify before the wedding than cause any disturbance during the ceremony.
- ◆ Drone photography is not permitted within the church.

**If you should have any questions about these guidelines and policies, please contact a member of the church staff listed below.**

**Keith Memorial United Methodist Church**

P.O. Box 1, Athens, TN 37371-0001

600 W. Madison Avenue, Athens, TN 37303

**Phone:** (423) 745-2612    **Fax:** (423) 745-2613

**Email:** [information@keithumc.org](mailto:information@keithumc.org)

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## Church Pastors & Staff

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The Rev. Dave Graybeal, Senior. Pastor ◆ [dgraybeal@keithumc.org](mailto:dgraybeal@keithumc.org)

The Rev. Will Shelton, Associate Pastor ◆ [wshelton@keithumc.org](mailto:wshelton@keithumc.org)

Andrew & Abbie Headrick, Co-Directors of Music ◆ [aheadrick@keithumc.org](mailto:aheadrick@keithumc.org)

Josh Stephens, Contemporary Worship Leader ◆ [jstephens@keithumc.org](mailto:jstephens@keithumc.org)

Lea Ann Arbuthnot, Business Administrator ◆ [larbuthnot@keithumc.org](mailto:larbuthnot@keithumc.org)

Brandi Armstrong, Director of Communications ◆ [barmstrong@keithumc.org](mailto:barmstrong@keithumc.org)

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# Wedding Information for Florists

**You have been asked to provide floral services and decorations for a wedding at Keith Memorial United Methodist Church. We look forward to working with you.**

- ◆ The florist is responsible for ensuring the church is clean when decorating is complete prior to the ceremony.
- ◆ The church is not responsible for storing any wedding decorations. All decorations must be cleared from the church building by 9 p.m. the day of the wedding.
- ◆ No nails, glue or tape may be used to fasten decorations to the furniture, building, carpet or church candelabras.
- ◆ Please arrange with the church office to have the doors unlocked for delivery and set-up of floral decorations.
- ◆ Seasonal decorations placed in any location within Keith Church by the Altar Guild and related organizations may not be moved or removed.
- ◆ Rice, birdseed, confetti or anything else may not be thrown either inside or outside the facilities, with the exception of the flower petals tossed by the flower girl(s).

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