

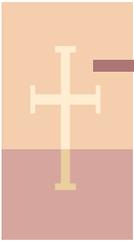
Saint Ambrose Catholic Parish

Photographer/Videographer Parish Policy Sheet

Please remove and give this sheet to your Photographer/Videographer.

Welcome to Saint Ambrose Catholic Parish! It is hoped that we will be able to work together to make this day a most memorable one for the wedding couple. So, above all, it must be remembered that we are celebrating a sacrament. This takes precedent over and above everything else. This being the case, photographers for weddings at Saint Ambrose are obliged to observe the following regulations:

- The photographer and/or videographer should consult with the Presider or Wedding Coordinator before the Mass. We ask that photographers and videographers be respectful and reverent throughout the wedding liturgy. There are some very specific directions listed below that must be followed in order not to become a distraction to the couple, the celebrant, or the assembly. Most professional photographers are sensitive and use discretion when photographing a wedding.
- In order to make things run smoothly and to keep the ceremony as sacred as possible, all photographers and videographers must abide by the following guidelines:
 - It is imperative that you keep a low profile.
 - For respect and reverence, please refrain from using flash photography during the ceremony. If this causes concern, please speak with the wedding coordinator.
 - At no time may a photographer enter the sanctuary area of the church.
 - At no time may the wedding ceremony be interrupted for the purpose of taking pictures. This includes the procession up and down the aisle!
 - Please try to be as quiet and unassuming as possible during the ceremony and during the pictures afterward since it will be likely that the people will be entering the church for the next function.
- The wedding party is allowed *one to one and a half hour* in the church from the time the wedding *was scheduled to begin* until they need to leave the building. Therefore, if the wedding lasts one hour from the scheduled beginning time, they will have one half hour for pictures inside the building.
- If your ceremony is at 2:00 p.m. on Saturday, all must vacate the church by 3:30 p.m. to make the church available for incoming services.
- Your cooperation and understanding is most deeply appreciated. For more information, please call the wedding coordinator, Helen Lanzarotta at 330.460.7343 or email her at HLanzarotta@stambrose.us.



Saint Ambrose Catholic Parish
Florist/Decorator Parish Policy Sheet

Please remove and give this sheet to your florist/decorator.

Welcome to Saint Ambrose Catholic Parish! In order for the wedding day to go as smoothly as possible for all involved, here are a couple of guidelines to help you when providing flowers for a wedding here. There are a variety of placement options for flowers (e.g. by the ambo and altar, sanctuary step corners, near the Cross, and in the sanctuary). The wedding coordinator can assist you and in determining the best and most inspiring placement of flowers and decorations for your wedding. Some things to consider:

- Whatever is used should be natural of the best quality.
 - Please work with your wedding coordinator to confirm that what you have planned works well with the Church and its art and environment.
 - It is a wonderful gesture to leave the flowers in the Church afterwards to enrich the weekend Mass celebration.
 - You are most welcome to work with the other wedding(s) scheduled for that weekend. The wedding coordinator will have the appropriate contact information.
 - Plants work as well as cut flowers.
 - The wedding coordinator can assist you with other concerns and ideas (e.g. floral arrangements at the end of the pew, etc). We would ask you to be considerate of the Church and not use tape and adhesives that would be harmful to the Church and its interiors.
- If you need to see the church ahead of time, please call the wedding coordinator, Helen Lanzarotta at 330.460.7343 or email her at HLanzarotta@stambrose.us.
 - If you are concerned about what may be in the sanctuary the day of the wedding, please call the wedding coordinator, Helen Lanzarotta.
 - Because of city fire regulations, the use of lighted candles along the aisles is prohibited.
 - If unity candles are to be used, be aware that Saint Ambrose has no candles or candlesticks for use. You must bring your own set of candles. The Church can provide a candle holder for use during the ceremony.
 - While candelabras are permitted, you will need to place something underneath them to catch any wax that might drip. Also, please plan on collecting your items immediately following the service to prevent loss. The church will be open at least an hour before the ceremony. If you need other arrangements, please contact the wedding coordinator, Helen, and we will try to make accommodations.