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BETH AM PHOTOGRAPHIC/ VIDEOGRAPHIC POLICY

B'nei Mitzvah Families: Please be sure that we have this form on file for your videographer and photographer when you make your picture appointment.

Beth Am recognizes the desire of B'nei Mitzvah families to record their special occasion. In keeping with this desire, we allow worship services to be videotaped.

B'nei Mitzvah pictures (still photography) may be taken at Beth Am only during the following times:

- **Monday - 10:00 AM-8:00 PM**
- **Tuesday, Wednesday & Thursday – 10AM-3:00PM**
- **Friday – 10:00 A.M. – 2:00 P.M. (Must end by 2:30)**
Saturday-preceding the worship service only. There will be a \$35.00 charge if this option is chosen.

You must make an appointment with the Beth Am office to use the sanctuary. Please schedule your pictures at least one month before the date requested as the Beth Am calendar is very full. If you want to have the clergy included in your photographs, you must make an appointment directly with them subject to their availability.

Rules for Photographers/Videographers:

1. Backdrops are not allowed in the Sanctuary. Arrangements must be made for a room for backdrop pictures when the photography appointment is made.
2. A Mock-Torah is available for your use. You may take pictures in front of the ark while open or closed. **The Torah may not be taken out of the ark.**
3. **No alterations or additional equipment will be allowed in the sanctuary or on the Bimah for any reason.** No additional microphones, stands, wiring or tape may be placed on or near the Bimah. Microphones cannot be removed during the picture taking session. The lecterns and all materials on them must be left unmoved.
4. You may have a videographer film the service **only**, not before or after the service or during the Kiddush. The videographer will remain stationary at the rear of the Sanctuary and will not move about for any reason. Standing on or moving chairs is not allowed. If a step stool is needed, the videographer/photographer should provide one.
5. Videographers are welcome to use the sound system output at the rear of the sanctuary as long as they provide the necessary RCA plugs and shielded cable.

I understand these rules and agree to follow them. I understand that if I do not follow them, my name will be placed on a list of vendors that the Beth Am congregants will be asked not to use.

Signature Videographer/Photographer _____

Name (Printed) _____

Studio Name _____ Phone # _____