

## POLICIES AND PROCEDURES

### PHOTOGRAPHY/VIDEOGRAPHY POLICY

Please provide this information to your photographer.

*[While there is no photography or videography allowed in the sanctuary during the B'nai Mitzvah service itself, this information is for photography and/or videography that will be used at the rehearsal and/or before and/or after the service.]*

Please remember that the Bar/Bat Mitzvah service is first and foremost a religious service. Our goal is to create an atmosphere which is conducive to worship and to protect the spirit of the ceremony.

While we recognize that families wish to remember this significant occasion and photographers strive to provide an excellent visual record, it has become necessary for the Religious Practices Committee, with the full support of the Board of Directors, to provide this statement to each family celebrating a Bar/Bat Mitzvah in the sanctuary.

- Photography with the open Torah is permitted in the Sanctuary **ONLY** during the final rehearsal. (Feel free to come dressed for pictures.) Out of respect for the Torah scrolls please do not remove them from the ark for photography on Shabbat. Bema furniture should not be rearranged and the microphones on the podiums may not be removed. The photographer should understand that the Sanctuary is in use prior to 4:00 pm on Rehearsal Day, and should be considerate if he/she needs to set up prior to the 4:00 PM rehearsal.
- Family or individual portrait photography may also take place between 9:00-10:00 AM on the day of the Bar/Bat Mitzvah for the morning service and 3:30-4:30 PM for the afternoon service.
- There are no video cameras allowed in the sanctuary during the worship service. If you wish to have your service videotaped, please see the DVD Recording Request Form. Please advise your guests who may come with cameras that there are no pictures allowed in the sanctuary.
- Since only one clergy member leads the final rehearsal on the Tuesday/Thursday prior to your child's ceremony, we recommend taking pictures at the Certificate Signing in the Rabbi's office on Saturday morning. This will give you the chance to photograph the clergy team with your child on his or her special day.