



GUIDELINES FOR PHOTOGRAPHY AND VIDEOTAPING
(Detach one copy of this page and give it to your photographer ahead of time.)

We realize the importance of photographs and videotapes as a way to remember this special day. However, this should be balanced with the need to minimize distractions to the Bar/Bat Mitzvah and disturbing congregants and guests who are praying.

- 1) **PHOTOGRAPHERS MUST TAKE PICTURES WITHOUT A FLASH DURING THE SERVICE.** Photographers are to select a stationary location toward the rear of the sanctuary so they may take photographs unobtrusively. Most photographers choose to set up a tripod near the rear sanctuary windows and use a telephoto lens. The only exception is that s/he may move to take photographs during the Torah processional.
- 2) Videotaping of the service is permitted, but the camera must be mounted on a tripod and remain stationary behind or to the side of the congregation during the service. Videographers may attach a wireless microphone on the podium to ensure good audio reception.
- 3) Please inform service attendees that **GUESTS MAY NOT TAKE PHOTOGRAPHS DURING THE SERVICE.**
- 4) Family photographs and portraits may be taken before the service, including the use of flash. Families may pose on the bimah for these photographs. Portrait photography must be finished by 9:30. Please speak with the synagogue administrator to make arrangements to come early if you wish to take pictures beforehand.
- 5) If you would like to take pictures with the Torah, Rabbi, etc., this should be done either immediately following the service or by special arrangement. The Rabbi is generally available to help arrange photographs including the Torah at the conclusion of the service. Alternately, photographs may be taken prior to the rehearsal or at another time, if arranged in advance with the Rabbi.
- 6) If an usher or the Rabbi feels that the photographer is being overly intrusive or distracting s/he has the right to ask the photographer to follow the above guidelines or cease taking photographs during the service. Hopefully this will not happen, but it is important that both you and your photographer or aware of this possibility.
- 7) Please ask your photographer to consult with the Rabbi if s/he has any questions.



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