



**Basilica of the Sacred Heart**  
University of Notre Dame  
322 Coleman-Morse Center  
Notre Dame, IN 46556

## **Weddings in the Basilica of the Sacred Heart: Guidelines and Policies for Photographers/Video Personnel**

These guidelines will assist all participating in the liturgy while respecting the beauty and dignity of the wedding liturgy. We appreciate everyone's cooperation in respecting the sacred nature of this space. If photographers/video personnel violate these guidelines they may be asked to leave by Basilica personnel. If asked to leave, they will not be permitted to work in the Basilica in the future.

We ask all photographers to introduce themselves and direct questions regarding these guidelines to the Basilica wedding coordinator on duty.

1. The regularly scheduled times for weddings on available Saturdays are 9:00 a.m., 11:00 a.m., 1:00 p.m. and 3:00 p.m. and Fridays at 1:00 p.m. and 3:00 p.m. Photographers are welcome to arrive 30 minutes prior to each wedding. A maximum of **90 minutes** is allotted for both the liturgical celebration and picture-taking following the liturgy. Photographers must have all equipment packed and exit the Basilica at the end of that time (for example, photographers may arrive at 12:30p.m. for the 1:00p.m. wedding and must exit with all equipment by 2:30p.m.).

After the 3:00p.m. wedding, all equipment and personnel must vacate the Basilica by 4:30p.m. There is a 5:00 Vigil Mass every Saturday in the Basilica.

2. Photographers/video personnel and their equipment must be as unobtrusive as possible. They may not interfere with any aspect of the procession, liturgy, or recessional. Flash photography is not permitted during the liturgy.
4. Photographers/video personnel are not permitted in the sanctuary, choir loft, the altar of reservation, any of the side or rear chapels, or any place deemed inappropriate by the staff of the Basilica. All photographers/video personnel and equipment must remain behind the second pillar from the front in the main nave of the church. If you are uncertain about any of these locations, the Basilica wedding coordinator will assist you.
5. No more than one photographer and one videographer may accompany the bride and groom to the Lady Chapel during that portion of the ceremony. Enter the Lady Chapel by the east or west stairway. Please remove the rope and return the rope to its original position when exiting the Lady Chapel. Please keep in mind that the visit to the Lady Chapel is part of the wedding ceremony. **No posing of the couple or stopping to take pictures while in the Lady Chapel is permitted.**



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6. Following the liturgy, if the couple would like to take a picture with the presider, please do so first, so as to allow the presider to return to the sacristy. No couples are permitted to take pictures in the Lady Chapel once the liturgy has ended.
7. Once the wedding party has exited the Basilica, they may not re-enter for more pictures.
8. Microphones and/or electric wiring may not be taped across the aisles. Sanctuary microphones may not be disconnected.
9. Photo and video lighting racks are not permitted in the Basilica.
10. All equipment and containers must be kept on the floor and well out of the way of traffic patterns. Please ensure that no equipment or photographer blocks aisles during the liturgy, particularly during the procession and recession. Nothing may be placed in or on the pews.
11. Standing on pews for posing or picture-taking is forbidden. The altar is a sacred place and should not be used as a prop. Couples are not permitted to move or remove anything from the sanctuary area or on the altar. This includes candlesticks, banners, altar cloths, etc.
12. Photographers/video personnel may not enter the sacristy or the museum at any time.
13. The University prohibits the use of Unmanned Aerial Systems (UAS), or drones, anywhere on campus. This includes inside or outside the Basilica.
14. Please keep voices at an appropriate volume during photographic sessions; shouting is inappropriate.
15. No food or beverage is to be brought in, or around, the Basilica. Alcoholic beverages are not permitted in the Basilica or anywhere on campus.
16. Because the Basilica is a sacred space and a wedding a formal occasion, all photo/video personnel are required to wear proper attire at all times and in all circumstances (i.e. no jeans, short skirts or jumpers, shorts, tank tops or spaghetti straps, t-shirts, sweat shirts, yoga pants or any athletic attire, flip flops, sneakers, etc. Acceptable options include, but are not limited to, slacks, blouses, dresses, polos and button down shirts).
17. No parking is permitted in the drive immediately in front of the Basilica. Handicapped guests and the wedding party **only** may use the turnabout, and only as a drop-off location, not as a parking place.