

Dear Photographer;

We note that you are booked to photograph or videotape services at Temple B'nai Abraham. We would like to take this opportunity to welcome you to Temple B'nai Abraham,

We take this opportunity to remind you of our requirements:

- Services will begin at 10:00 A.M. Any posed pictures must be taken prior to **9:30 AM**. (If not completed by that time, additional posed pictures may be taken after worshipers have left the Sanctuary.)
- All photographic and video equipment must be removed from the Sanctuary, gardens, and lobby by **9:30 AM**.
- **During any photo session, under no circumstances may you unroll the Torah scrolls. This also includes your personnel or any Bar/Bat family members.**
- **All personnel and equipment in the choir loft must be in place by no later than 9:45 AM.**
- All male personnel are to wear kippot (head covering).
- During the service pictures may only be taken from the choir loft. Flash, artificial lights or any special lighting and/or strobe attachments may not be used during the service. Please use mufflers on the still cameras.
- **No more than four persons other than the choir and organist are permitted in the choir loft.** Therefore, if there are two families who wish a visual record of the service, **each family is allowed a maximum of two persons in the loft.** Your equipment and personnel in the choir loft must not interfere with the choir or the service.
- We reserve the right to limit the amount of equipment in the choir loft and to terminate picture taking if it interferes with the service. While in the choir loft, you must adhere to the guidelines set forth by Marc Dunn, Music Director.
- No electronic devices may be placed on the bema. No microphones may be attached to the edge of the choir loft.
- **Please fax your certificate of insurance with indication of Worker's Comp to us two months before the event stating the following: Temple B'nai Abraham, its members, officers, trustees, employees, and invitees in such capacities as additional insured.**

Your cooperation in following these rules will preserve the mood of the Sabbath and the dignity of our service. Thank you for your assistance.

Respectfully,

Gail A. Milchman  
Executive Director