

## CONGREGATION OHR HATORAH VIDEO AND STILL CAMERA POLICIES

All videography and photography during a service must be unobtrusive and allow for the normal, smooth flow of the service. All cameras, video and still must be set up in the back of the sanctuary behind the blue velvet curtains by 8:30 am. Moving equipment inside the sanctuary once morning prayers have begun is not permitted.

The photographer and the videographer are each limited to one camera. All cameras must be stationary. Photographs and video may only be shot from those stationary cameras to be located in the back of the sanctuary behind the blue velvet curtains. Neither photographer nor videographer may move around the room with the camera during the service.

Flash photography is not permitted at any time while services are in progress. Natural lighting in the sanctuary is the only lighting that may be used. Additional lights are not permitted. Microphone and wire attachments with tape are permitted with appropriate supervision and approval.

When the Torah is taken around the sanctuary to the congregation, the videographer and photographer must record this portion of the service, too, while standing behind the blue curtains.

Still photography may be taken in the sanctuary before the service starting at 7:45 am and *must be completed by 8:30 am*. Video and still photography in the sanctuary is also permitted between 1:00-2:00 pm, provided that the sanctuary is not needed for congregational purposes that day. No Torah is to be taken out of the ark, undressed and opened or put away in the ark unless either Rabbi Finley or the B'nei Mitzvah Program Director is present. If you would like one or both of them to be available for morning photography, please inform the B'nei Mitzvah Program Director at least 7 working days in advance.

If video/photographer does not agree to and adhere to this policy, he/she will not be allowed to photograph at Congregation Ohr HaTorah.

### *Agreement from Photographer*

I have read and agree to observe the above Photography/videography Policy at Ohr HaTorah.

Photographer's signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name and Studio \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Bar/Bat Mitzvah Name \_\_\_\_\_ Ceremony Date \_\_\_\_\_

*Return to: Congregation Ohr HaTorah, 12410 Burbank Boulevard, Suite 100, Valley Village, California, 91607, Phone: (818) 769-8223, FAX: (818) 769-4512 Attn: Julie Giuffrida, or FAX to Julie Giuffrida at (818)762-3981.*