Corporate photo booth brief

Fill, save a local copy, or print. No details are sent by this PDF.

Requested details only. Confirm model capabilities and inclusions in the quotation.

Company / organisation name

Event name

Event date and day of week

Requested photo booth operating start and end time

Setup and teardown window available at venue

Venue name and address

Measured floor area available for the booth (length x width)

Ceiling height at the booth location

Number and location of power points near booth area

Loading access route (main entrance, goods lift, loading bay)

Expected number of guests using the booth

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Photo booth model (Standard / AI Cartoon / 360)

Preferred output: prints, digital files, videos or combination

Company logo file provided (format, resolution)

Brand colour codes (hex or Pantone)

Event name or tagline for print layout

Name and contact of person approving final artwork proof

Artwork approval deadline

Guest permissions, opt-outs and agreed responsibilities

Venue photography rules or restrictions (flash, tripods, lighting)

Any additional requirements or questions for the vendor

Organiser name, phone and email for this booking