PHOTO BOOTH / 01

BUILD THE EVENT AND GUEST-EXPERIENCE BRIEF

Give each provider the same non-sensitive event context. Keep guest identities and private details out.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

Event type, general date or season and broad venue type - no private event details

Guest-experience goal, audience context and desired interaction style

Provider service window, important program moments and venue timing constraints

Estimated guest context for provider planning - no attendee names or contact details

Desired output categories: digital, print, motion, branded or other provider-described option

Branding, backdrop, props, accessibility questions and highest priorities

Preparation only. Not a layout, footprint, clearance, capacity, throughput or power calculation; equipment, media, setup, electrical, rigging or safety instruction; accessibility or compliance determination; privacy, consent, image-rights, contract or legal advice.

PHOTO BOOTH / 02

MAP SPACE, OPERATIONS AND DELIVERABLES

Ask the venue and provider to confirm the actual operating plan and written deliverables.

Provider-confirmed footprint, placement, access, surface, weather and venue restrictions

Provider and venue confirmation of power, connectivity, load-in, setup and teardown needs

Arrival, setup, service, idle-time, last-session and teardown windows

Equipment and attendant coverage, operating limits, guest-flow approach and exception handling

Outputs, branding files, proof or approval stages, quantities or delivery categories

Accessibility information, privacy, data handling, consent, usage terms and written exclusions

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PHOTO BOOTH / 03

PREPARE SETUP, SERVICE AND HANDOFF

Tick what is ready, then assign owners for venue access, approvals, guest experience and delivery.

- [ ] Every provider receives the same event and guest-experience brief
- [ ] Guest identities, private details, codes and confidential assets stay private
- [ ] Venue and provider will confirm space, access, power and setup
- [ ] Operating, arrival, setup, idle and teardown windows are separated
- [ ] Attendant coverage and guest-flow approach are described
- [ ] Outputs, branding, proofs, delivery and exclusions are written
- [ ] Accessibility, privacy, consent and usage questions will be answered by the responsible parties
- [ ] Service checks, teardown, open items and final handoff are covered

Venue contact, access, restrictions, power and provider-confirmed setup owner - no codes here

Brand assets, approvals, attendant coordination, accessibility questions and event-day contact

Teardown, files or prints, delivery, privacy records, open items and final handoff

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PHOTO BOOTH / 04

QUESTIONS FOR A PHOTO BOOTH PROVIDER

Record how each provider would plan, deliver and hand off the same event brief.

Site review: what venue, access, space, power and setup details must be confirmed?

Service: what equipment, attendant coverage and operating limits apply?

Guests: how will flow, accessibility questions and service exceptions be handled?

Outputs: what branding, proofs, revisions and deliverables are included or excluded?

Terms: what privacy, data-handling, consent and image-usage terms apply?

Handoff: how will setup, service checks, teardown, delivery and open items work?

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PHOTO BOOTH / 05

COMPARE PHOTO BOOTH PROPOSALS

Use A and B in every box after each provider reviews the same venue and event brief.

Provider A / Provider B / proposal dates and shared event brief

Footprint, access, power, setup, equipment and attendant - A / B

Guest flow, accessibility, outputs, branding, privacy and usage - A / B

Service window, teardown, delivery, handoff and open questions - A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai only if you choose, then start a Photo Booth request. Share the non-sensitive event, guest-flow, access, operating-window, output, branding and delivery brief so participating pros can compete with proposals. Compare provider-confirmed setup, attendant coverage, accessibility information, privacy and usage terms, deliverables, teardown and fit.

One request. Every pro's best offer.

Start a request

Participation varies. A venue, access, setup, guest-flow, output and delivery review may be needed before a final proposal.

Planning guide: https://www.pickyourpro.ai/services/photo-booth

U.S. Department of Justice: Businesses That Are Open to the Public (official reference)

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