

The event-day checklist

For weddings, corporate events, exhibitions and brand activations

Before you request a quote

- ☐ Record the venue, full address, city, date, guest-facing start and end times, and expected guest count.
- ☐ Choose the goal: keepsakes, engagement, a launch or a themed experience. Name the event-day contact and artwork approver.
- ☐ Choose AI, non-AI or custom effects; 4 x 6 prints or 2 x 6 strips; WhatsApp delivery, QR delivery or both.

Before the event

- ☐ Confirm loading access, lifts or stairs, parking, setup and pack-down windows with the venue.
- ☐ Agree the booth position, queue area, lighting, power and internet with the booth team. Test digital delivery at the venue.
- ☐ Confirm operating hours, print quantity, staffing, transport, applicable taxes and extra-hour or print charges in writing.

Before guests arrive

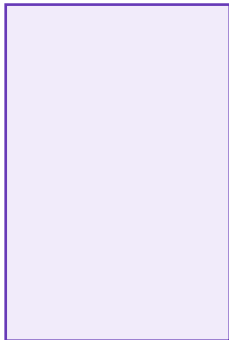
- ☐ Approve the branded screens, frame, wording and effect samples using the actual event configuration.
- ☐ Approve a physical print proof for cropping, colours and small text. Test the QR and WhatsApp collection journey.
- ☐ Agree the guest information and consent flow, who can access photos and the retention/deletion arrangements. Give the crew the final brief.

The artwork & branding brief

Use this with your designer before approving the final template

Print canvas reference

At 300 pixels per inch: 4 x 6 inch portrait = 1200 x 1800 pixels; landscape = 1800 x 1200 pixels. A 2 x 6 inch portrait strip = 600 x 1800 pixels.



4 x 6 print



2 x 6 strip

Outer canvas proportions only.

Photo areas depend on the agreed layout.

Do not use these drawings as cutout templates.

Send your brand assets

Logo: SVG or high-resolution transparent PNG. Include brand colours, licensed fonts, required wording, event date or monogram, and reference artwork. Keep wording short enough to read on the selected print format.

Brief the screens and effects

For complete software UI branding, agree the welcome, selection, instructions and delivery screens. For AI, non-AI or custom effects, supply the theme, references, preferred output and anything to avoid. Approve actual sample output.

Approve a production proof

Confirm the final photo layout, template, bleed and safe margins with the booth team. Printer cropping and software layouts vary. Keep editable artwork and exports. Test a physical print; a screen preview is not a colour or cropping proof.

Your printable event brief

Fill this in, then share it with your planner, designer and booth team

Event / brand / goal

Venue, full address and city

Event date / start time / end time / setup and pack-down windows

Expected guests / peak arrival period / individual or group photos

Event-day contact / artwork approver

Choose the experience

Effects: ☐ AI ☐ Non-AI ☐ Custom brand or event effects

Prints: ☐ 4 x 6 inches ☐ 2 x 6 inches Delivery: ☐ WhatsApp ☐ QR

Print quantity / orientation / photo count / branding scope

Venue access, power, internet and queue arrangements

Notes: desired theme, custom effects, frames and guest journey

Final artwork version / approved by / approval date

Request an event quote

For Delhi NCR rentals, share the venue, date, start and end times and your requirements in the enquiry notes. Availability, creative scope and logistics are confirmed per event.

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