

Corporate Photo Booth Planner Kit

A fillable, forwardable guide for choosing the booth, briefing the venue, gathering brand assets, and requesting a clearer quote.

OPEN-AIR

PRINTS

GLAM

PORTRAITS

360

VIDEO



Start with the guest takeaway

Use the event goal to narrow the booth first. The written quote then confirms the available details for the date and venue.



PRINTED KEEPSAKES

Open-Air Photo Booth

- Spacious setup for individuals and groups.
- Unlimited photo sessions and prints during booked time.
- Custom 2 x 6 strip or 4 x 6 print design.
- Props, standard backdrop, studio lighting, and attendant.

USE THIS WHEN

Best when a branded or event-specific keepsake matters.



POLISHED PORTRAITS

Black-and-White Glam

- Monochrome portrait treatment with studio lighting.
- Open setup for individual and group portraits.
- A consistent visual finish for guests and teams.
- Availability depends on the event date and location.

USE THIS WHEN

Best when the visual tone should feel refined and consistent.



SHORT MOTION CLIPS

360 Video Booth

- HD camera capture for clips up to 15 seconds.
- Slow motion, music, filters, and effects.
- Guest delivery by text, email, or QR code through the sharing station.
- A sharing station is included at the event.

USE THIS WHEN

Best when movement and a digital guest takeaway lead the brief.

Plan the room before event day

Exact requirements vary by booth and venue. Confirm the selected setup instead of relying on a generic footprint or power specification.

01 SPACE + GUEST FLOW

- Request the exact footprint for the selected booth and backdrop.
- Mark it on the floor plan with room for the attendant, groups, entry, exit, and queue.
- Keep the booth clear of catering, registration, emergency routes, and the dance floor or stage sightline.

02 POWER

- Ask which electrical service the selected equipment needs.
- Have the venue identify the approved outlet or circuit.
- Plan cable routing so it does not cross a doorway or create a trip hazard.

03 INTERNET + SHARING

- Confirm which sharing or delivery features need connectivity during the event.
- Ask the venue about private networks, captive Wi-Fi, and access instructions.
- Confirm what happens if the connection is weak or unavailable.

04 ACCESS + SCHEDULE

- Share the room name, loading entrance, stairs or elevators, setup window, and venue contact.
- Flag speeches, awards, meals, and presentations so the booth does not compete with formal programming.

FORWARD THIS CHECKLIST

Send this with your inquiry

The clearer the brief, the more useful the first quote can be.

- ☐ Event date and venue or city
- ☐ Room name and estimated attendance
- ☐ Run of show and guest access periods
- ☐ Preferred booth or desired takeaway
- ☐ Proposed booth area and floor plan
- ☐ Loading route and setup window
- ☐ Venue power and internet information
- ☐ Logo, brand colours, and approved wording
- ☐ Backdrop preference or custom-print idea
- ☐ Onsite and approval contacts

CONFIRM, DO NOT ASSUME

The final footprint, power, network, setup window, and weather plan are confirmed for the chosen booth and venue in the written event scope.

Give the experience a clear identity

Provide approved assets early. Snaps of Harmony can confirm what is supported by the selected booth, print format, backdrop, and production timeline.

COORDINATED DETAILS

Prints, colours, and logos

- Names, dates, colours, or a supplied logo can be coordinated where the package supports it.
- Open-Air supports a custom 2 x 6 strip or 4 x 6 print design.
- Template and backdrop availability is confirmed for the event date.
- Supply a high-quality logo file, approved wording, and brand direction before design review.

CUSTOM 8 X 8 BACKDROPS

A quote-based brand wall

- Approved logos, brand colours, and supplied artwork may guide the custom print.
- The customer may keep the printed backdrop after the event.
- Snaps sets it up when providing the event photo booth.
- The support stand is separate and can be included in the quote.
- A backdrop may be requested with or without a photo booth booking.

A simple approval path

01

Share the brief

Date, venue, attendance, schedule, booth goal, and must-have capabilities.

02

Provide assets

Logo files, colours, wording, template direction, and backdrop preference.

03

Review the scope

Booth format, guest takeaway, logistics, supported options, and quote.

04

Approve details

Confirm the written event scope and applicable design or production proof.

Request a tailored corporate quote

Share the event brief and Snaps of Harmony will follow up with availability and suitable options.

1-877-469-2631 | info@snapsofharmony.ca

snapsofharmony.ca/contact/ | Choose Corporate Photo Booth



Fill the brief once. Share it widely.

Use this page to align the event lead, venue, marketing, procurement, and approval contacts before requesting a quote.

EVENT OR CAMPAIGN NAME

EVENT DATE

VENUE AND CITY

ESTIMATED ATTENDANCE

PREFERRED BOOTH WINDOW OR GUEST ACCESS PERIOD

INTERNAL DECISION OWNER

VENUE OR OPERATIONS CONTACT

Experience direction

- ☐ Open-Air
- ☐ Black-and-White Glam
- ☐ 360 Video
- ☐ Help me compare

Primary guest takeaway

- ☐ Printed keepsake
- ☐ Polished portraits
- ☐ Short video clips
- ☐ Branded guest activation
- ☐ Not sure - compare options

BRAND MESSAGE, COLOURS, LOGO, OR CREATIVE NOTES

VENUE, ACCESS, POWER, INTERNET, OR SCHEDULE NOTES

MUST-HAVE CAPABILITIES, CONSTRAINTS, OR QUESTIONS

Your entries stay inside the PDF on your device. Save the completed file and attach it to an inquiry if helpful.

Send a cleaner brief. Get a clearer quote.

The written quote confirms availability, supported options, logistics, inclusions, and any event-specific considerations.

ATTACH OR INCLUDE

Your handoff checklist

- Event date, venue or city, room, and estimated attendance
- Run of show and the preferred guest access period
- Desired takeaway: print, portrait, video, or help comparing
- Proposed booth area, floor plan, and guest-flow notes
- Loading route, stairs or elevators, and setup window
- Known venue power, internet, and cable-routing information
- Logo files, brand colours, approved wording, and creative direction
- Backdrop preference or a custom 8 x 8 backdrop idea
- Onsite contact and internal approval owner
- Must-have capabilities, constraints, and open questions

INTERNAL APPROVAL MAP

Who confirms what?

- 01

Event lead
Date, schedule, guest goal, and final direction.
- 02

Venue / operations
Room, access, placement, power, internet, and setup window.
- 03

Marketing
Logo, colours, wording, campaign direction, and artwork.
- 04

Procurement
Written quote, approvals, policies, and payment process.

WHAT HAPPENS NEXT

- 01

Share the brief
Send the date, venue, guest goal, logistics, and design direction.
- 02

Compare the fit
Snaps reviews the relevant booth options and practical details.
- 03

Confirm in writing
The quote records availability, inclusions, and the event-specific scope.

Useful planning links

COMPARE PACKAGES

360 VIDEO

BACKDROPS

PRINT TEMPLATES

Ready to request a corporate quote?

1-877-469-2631 | info@snapsofharmony.ca | snapsofharmony.ca/contact/

