

Scenario Photography - Standard Technical Requirements

Our setup process is much more complex than the average "photo booth". This document will ultimately save all of us from having possible problems on the day of your event.

Please review and initial beside each of the following technical requirements, then sign and date the bottom.

This document is not a commitment to hire Scenario Photography, it is only stating that you are aware of our standard requirements. If any of these requirements cannot be met, the exception must be noted and agreed upon in writing before Scenario Photography provides a final quote. If any requirements are signed off but then not provided on the day of the event, Scenario Photography will not be held responsible for any resulting problems or delays, and payment must still be made in full.

_____ 20ft x 30ft of space with a 10ft ceiling and hard floors. If this is not available, we will need diagrams and/or a site visit to see if a shoot is possible in your space.

_____ 3 lines of 20 amp, 110 volt power, run to our area. It is very important that you clear this with your electrician *before* the day of your event. It is the responsibility of the Event Planner to guarantee that power needs are met 6 hours prior to guests arriving.

_____ 6 hours before guests arrive, our designated area must be completely cleared and clean, as well as power lines and rentals in place, or we will not guarantee starting on time.

_____ Rental order of 4 six ft tables with linens, 3 cocktail tables with linens, 4 chairs, and 10 rope and stanchions, placed in our area 6 hours before guests arrive.

_____ If the event runs longer than quoted, overtime charges for our staff will be incurred.

_____ Scheduled access to loading docks and elevators at agreed load-in and load-out times must be reasonably honored, or staff overtime charges may be incurred.

_____ Designated or paid parking for 6 vehicles, including one cube truck.

_____ Set Design and Photo Jacket Designs must be approved two weeks before event date in order to receive discount.

_____ 50% deposit required one week before the event begins. Full payment is due on day of the event. Photos galleries will not be posted until full payment has been made.

_____ If your event is outside, we require a tent to cover our area. If a tent is not provided, we immediately shut down if it rains at any time during the set-up or the event, in order to protect our expensive electronics. For daytime events, our set area must be blocked from the sun.

_____ Any deviations from our requirements must be mutually agreed upon in writing.

Signature: _____ Date: _____

Name (print): _____