
360 Photo Booth Event Checklist

FREETOWN & THE WESTERN AREA · 360PHOTOBOOTHFREETOWN.COM

1. Before you pay any deposit

- | | |
|--|--|
| ☐ Full total in writing: hours, extras and travel | ☐ Extra-hour price agreed in advance |
| ☐ Deposit amount and when the balance is due | ☐ Currency confirmed: new leones (SLE) |
| ☐ Cancellation and date-change terms | ☐ Backup power: does the booth bring its own? |
| ☐ What happens if the supplier cannot attend | ☐ Is an attendant there for the whole hire? |

2. Venue check

- | | |
|--|---|
| ☐ Clear, level, firm area about 3 m × 3 m | ☐ Not facing the kitchen door or high table |
| ☐ Extra space for queue, backdrop or red carpet | ☐ Access: stairs, lifts, gates, carry distance |
| ☐ Cover from rain (May to November) | ☐ Venue told the setup time and position |
| ☐ Spot near the dance floor, out of walkways | ☐ Photo of the space sent to the supplier |

3. Outdoor, beach and season

- | | |
|--|--|
| ☐ Beach: firm base, not loose sand | ☐ Sunset timing for the best background |
| ☐ Booth placed with its back to the wind | ☐ Harmattan (Dec–Feb): lens and light wiped often |
| ☐ Covered fallback spot agreed in advance | ☐ Hill venues: level patch found before the day |

4. Overlay brief

- | | |
|--|---|
| ☐ Exact names / event title, spelled correctly | ☐ Logo as PNG (transparent) or SVG |
| ☐ Date and hashtag | ☐ Who approves the design |
| ☐ Colours, or a photo of the fabric or invitation | ☐ Sent early, with time to test |

5. On the day

- ☐ Booth arrives and is set up before guests; power and sharing tested
- ☐ Open the booth when guests are settled: after the meal, speeches or cake
- ☐ Host, couple or celebrant in plenty of clips; groups of 2–4 on the platform
- ☐ Guests scan the QR code for their clip; host receives the full set afterwards

360 Photobooth Freetown · Freetown, Western Area, Sierra Leone

Call / WhatsApp +232 75 009582 · Daily 8am–8pm

Get a written quote for your date at 360photoboothfreetown.com/contact/