

2 Foldsgate Close
Lyndhurst
SO43 7BY



07827 667161
www.charliebrookes.co.uk
info@charliebrookes.co.uk

METHOD STATEMENT FOR PHOTO BOOTH

UNIT SIZE (W x H x L)	1.5m x 2.1m x 2.5m
MIN. AREA REQ. (W x L)	3m x 2.5m x 3m
POWER REQUIRED	1 x 13amp
OPERATORS	1-2

ARRIVAL ON SITE

- Find a safe and suitable place to unload equipment
- Confirm location is safe to erect equipment
- Confirm where power is available from and ensure leads are taped down
- Ensure that the area is flat and level and free from obstruction
- Allow a minimum of 2ft (0.6m) around the unit for clearance
- Open the black cases and get the aluminium frame out
- Erect frame
- Ensure that all fixings are level
- Set up the electrics behind the TV screen

- Affix panels
- Wrap framework with photo booth skin
- Start the PC
- Confirm template and software are working correctly
- Set out the props ready for the events hire
- The unit is designed for up to 6 guests in at a time
- No food or drink to be placed near the Photo Booth at any time
- Collect props and check for lost or damaged items
- Ensure the area is clear of guests before packing away
- Turn off the power, remove all electrics and place laptop, camera and printer back in their cases
- Remove skins and dismantle the frames and remove aluminium poles accordingly.
- Place all boards and aluminium in the correct bags and boxes
- Check the area for any remaining equipment and ensure that all equipment is bought back to the unit