

DIY PARTIES

Self-Service Photobooth

Your complete info, setup and user guide
to help you have the perfect party!



DIY Parties

www.diy-parties.co.uk/photobooth



@diy.parties

Setup Guide

Hello! Thank you for hiring our photobooth package! This guide will show you the simple steps required to get it all set up and working perfectly for your event, let's get straight into it!

The first thing to get set up is the backdrop, which means putting the stand together first. You'll find 2 of these thinner tripods, and a few top pieces. Start by opening up the legs as wide as they'll go - there's a thumbscrew (marked 3 on the pic on the right) to loosen and tighten the legs, make sure this is nice and tight when you're done! Set the tripods about 7ft apart, but keep them at a reachable level for now!

Now, you can assemble the top poles, by pressing in the little silver button and linking them together (as per the pic here on the left). There's 2 pieces with bigger

holes on an end, these have to be on the outside ends of the pole when it's all together. Once you've joined all of the pieces together you can put them on top of the two tripods you've already set up. Do this by removing the top wingnut (marked 1 on the above pic), then slotting big gaps at the end of the pole over the threaded bolt, and securing the wingnut again loosely on the top. Ideally, you should have a washer (small metal disc) either side of the pole on the top of the stand, but it's not the end of the world if you can't find those!



Once the top pole is on, you can lift it up to the desired height (just above head height for the tallest people using the booth) using the thumbscrews on the sides of the tripods (marked 2 on the top picture!). Again, make sure these are nice and tight when you're done, and keep the frame all as square & level as you can! The pic on the left shows roughly the 6 simple steps completed, and so you should now have a full backdrop stand!

Set up your stand in the desired location, we'd typically suggest along a wall works well, but obviously it's totally your call! You can then start to fix the backdrop onto the stand using the supplied clips, and with most of our stands you can also adjust the width of the top by simply pulling the ends in & out to get it to exactly the right size! In an ideal world, you want the stands to be just inside the width of the backdrop, so you can put a number of clips along the top, as well as a couple on each side to stop it from moving around too much! Once the backdrop's up, we can get started on the other pieces!



Setup Guide



Now you've got the backdrop set up, you can work on the main 'brain' of the photobooth, but first, need to start by getting it's stand set up. This is exactly like the photobooth ones, you start by opening the legs up nice and wide (as pictured), and then tighten it with the thumbscrew marked 1. You can set the height using the thumbscrew marked 2 on the picture & place the stand roughly 2m in front of the centre of the backdrop, don't worry about getting the position perfect now though, as we'll need to adjust once everything else is set up.

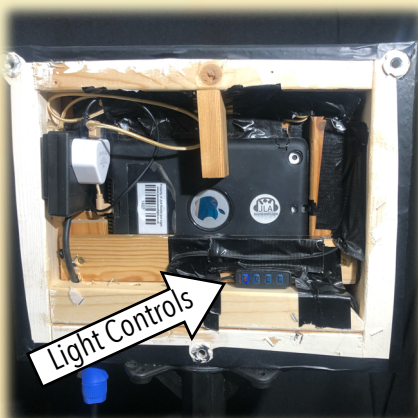
Start off by plugging in the power cable to the mains power & turn it on. You can then plug it in to the underside of the photobooth. It's a bright blue PowerCon connector - to plug it in you'll need to line up the little notches on the plug and socket, push it in until it stops, and then once it's in you need to turn it clockwise a tiny bit so it clicks and looks like this picture.



As soon as it gets power, the iPad inside the box will wake up and you should be able to just swipe up from the bottom, and it will boot straight into the photobooth app (which we'll have set up for you ahead of time). If it doesn't load the app straight away, from the iPad homescreen you can select 'Mini Photobooth', then within the app you simply click on the custom frame we've created for you, then 'Event Mode', and 'Enter Event Mode'.

Don't worry if all of this displays sideways, it will be fine once we're set up!

The next step is easiest to do if you carefully place the photobooth face down on a surface like a table or the floor. To turn on the ring light, you need to undo the 3 thumbscrews on the back (each top corner and bottom centre), to remove the whole back piece. Once these are undone, it will simply lift off!



Inside, everything looks a bit scary, but the guests are never going to see this, and you just need to find the buttons at the bottom, and press the power button (which will be lit up blue). Check that this has turned the light on - it defaults to being the correct brightness so you don't need to do anything else! Then it's just a case of returning the back piece to it's place and securing with the 3 thumbscrews, being careful not to trap any cables etc in the edges as you do this.

You can then loosely slot the 'brain' onto the stand you set up earlier, and point it towards the backdrop! Now we're really close to being done!

Setup Guide

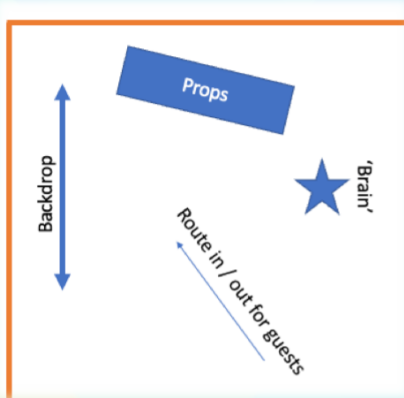
The final step is to line up the camera with the backdrop and take some test pictures!



Before you tighten it up, check that the camera is displaying like the picture on the left, rather than the picture on the right. If you're getting weird framing (like on the right), simply take the whole 'brain' off the stand, spin it 90 degrees so the iPad is 'portrait', then spin it back so it's the right way up again. This should fix the orientation in the app and mean you're all good to go!



You can now take some test pictures to make sure everything is in the perfect place - ideally you want to see as much of the backdrop as possible, and none of the wall / room behind it. Adjust it as needed, and then make sure all of the thumbscrews on the stand are really tight, so when people touch the iPad it's not going to move and ruin your hard work getting it perfect!



Now the photobooth is all set up and ready to go, the only thing left is to blow up any inflatables and lay out the props, ready for people to use! We'd suggest a table alongside the booth works well, to almost close off one side meaning guests have one route in and out, and will keep more of the props together with the booth! If you can place the booth in a corner of a room, that's perfect, but if not, using this method with the table keeps everything contained and also gives you a safe route for the cable under the table, where people won't be able to walk (and therefore trip up!).

Now the work truly is all done, and you can relax and enjoy the event (and obviously take lots of pictures in the photobooth!).

The next few pages have some top tips to keep everything running smoothly during the event, and also a quick guide for packing away - although you almost certainly don't need help with that now as you've made it to this point so are officially a photobooth expert!

If you have any problems with setting up, get in touch via with us via any method, and we'll get back to you as soon as possible!



Top Tips

Here's a few top tips to make sure everyone can enjoy the photobooth, and everything goes smoothly!

If you've got a theme for the party, try to pick a backdrop that will tie in perfectly! If you can't see one in our stock that takes your fancy, let us know what sort of thing you're looking for and we'll see what we can source!

Make sure everyone at your event knows about the photobooth and has a go (especially if it's out of the way and they might not otherwise see it!).

Tell people to take as many pictures as they like! Because our booth doesn't print pictures out, there's no waste or additional costs to anyone for taking more pictures! We clear the iPad between events, so there'll be plenty of space on there for as many pictures as you can manage!

It's clearly printed on the back of the 'brain' - but it can be good to remind people that pictures will be available afterwards at diy-parties.co.uk/pics - it can take up to 48 hours from when we get the photobooth back, but we'll always get them uploaded as quickly as possible! The password for the album will also be clearly written on the back, but it's worth making sure this is shared with everyone too!

Keep an eye on the props to make sure that they don't go wandering too far (obviously everything needs returning to us afterwards)!

Every now and again, check that the camera is still lined up with the backdrop nicely - you did such a lovely job lining it all up in the first place, you want people to see it in the pictures!

Make sure to run any cables out of the way of walkways, and along walls wherever possible. Tape them down if this can't be avoided, as you don't want people tripping over!

Try to position the photobooth somewhere where it's not going to get hit by random light (e.g. not in front of a disco or by a sunny window) - the ring light is set up perfectly to light the pictures so you won't need any other lights getting in the way!



Most importantly, have fun! It's easy to get too focussed on the details, but in practise, the photobooth is really easy to operate and will run itself, so we're confident both you and your guests will love it!

Make sure to tag us in any pictures & videos you post!

After The Event

To pack away, you essentially just have to undo all the steps you did to set it up!

Start by packing away all of the props, and counting them back into the box as you do, to make sure that none have gone missing. Our 'package contents' page will give you an exact count of how many of each item were supplied from us.

You can then unplug the blue Powercon connector from the underside of the 'brain'. To do this, you need to pull the silver switch down slightly, to unlock the cable so you can turn it slightly anticlockwise (until it stops). It will then easily pull straight out. You don't need to force the connector, everything will move freely as long as you do it in the right order, so please don't use excessive force or you may break it (and be charged for any damage). You don't need to save anything or turn off the iPad or other items, just unplug the power cable and we'll do the rest when we get it back!



Unclip the backdrop, and reverse the steps to take down the backdrop stand & all tripods. Please fold the backdrop nicely (along the fold lines if possible if there are any, but don't worry too much about this!).

Pack everything away nicely as you were provided it, again making sure to check everything is returned in the quantities that are shown on the printed out 'package contents' page.

Once we've got everything back, we'll check to make sure nothing's missing or damaged, and will then upload all of the pictures to our website. We'll keep the pictures protected with the password written on the booth for your hire, and will share this with you again afterwards along with notification when the pictures have been uploaded! You and your guests are then totally free to download, print and share the pictures as you wish!

DIY PARTIES Home Shop Hire Services Info Photobooth Pics Log In

Photobooth Pictures

Use the password you've been provided by the event organiser to view the relevant gallery!
Get in touch with us for any further information.

LP Frozen Jr After Party 4th March 2023	Limelight Performers Xmas Party 17th December 2022	Amy & Dan's Wedding 16th September 2022	LP Legally Blonde Jr After Party 31st August 2022

Terms & Conditions

The following terms and conditions apply to all DIY Parties bookings - please read thoroughly before your event.

BOOKINGS - All bookings will be confirmed in writing (typically via email or social media messages). These emails form the contract between us, and all bookings are subject to the terms and conditions listed here. We guarantee to provide the services as confirmed in writing, to the best of our abilities and subject to any matters beyond our control preventing this.

HIRED ITEMS - We will ensure that all products are clean and in a good working condition, ready to use, when they leave us. All electrical items will be regularly PAT Tested. On delivery / collection / first use, you are responsible for making sure that everything looks as you'd expect - and must let us know at your earliest convenience if anything appears broken or missing, so that we can do our best to get replacement items to you quickly if possible (depending on the items hired & location of the event, we cannot guarantee this will be possible). If you do not notify us of items being damaged or missing on arrival, we'll assume that everything has arrived in a good condition. With the exception of consumables such as prizes & certificates in our Children's Party box, or items which have been bought from our store, all items are on hire from us, and remain our property at all times. Any insurance policies relating to the event and/or equipment hire must name DIY Parties as the owners. We'll always provide thorough user guides, but cannot accept responsibility for misuse or the lack of ability to use any equipment once in your care. We will attempt to answer any technical questions while you are setting up / using the equipment, but cannot guarantee an instant reply at all times. Any injuries / accidents caused while the equipment is in your care remain your responsibility, unless it is solely due to the mechanical failure of equipment supplied.

PURCHASED ITEMS - Where items are supplied as consumables / single use, or bought from our store - they are yours to keep. At the moment that they are collected from us or delivered to you, ownership transfers to you. All items will be supplied as described, in a completely new condition. Unused items can be returned in an unopened condition for a full refund, we cannot offer additional warranties or return periods for opened items as they are typically disposable and only suitable for one use.

LIABILITY - You are fully responsible for every item, including packing materials, while it is in your care. You must ensure that all items are used responsibly by guests at your party. You are liable for 100% of the repair/replacement costs if anything is damaged (beyond reasonable wear and tear) or goes missing while in your care. We can provide an estimate of the total value of your package on request, so you can decide if you wish to take out temporary insurance, or personally guarantee to cover these costs in the unlikely event that they should arise. In the event that items become damaged or missing during your care, you must inform us as soon as possible so we can work with you to discuss a solution. On return to us, if we find any items to be missing or damaged, you are liable to pay 100% of the repair/replacement costs. We are not liable for any costs or loss that you may incur as a result of using the equipment, or running the event.

PAYMENT - Payment in full is required within 7 days of an invoice being supplied. We don't typically ask for a deposit, so no payment in advance is needed. The invoice for the total amount will typically be sent on the day of your collection / delivery via email, but may be sent later (it will never be earlier). Any discounts offered will be removed if payment isn't made within 7 days, and we also reserve the right to add on interest daily at the standard rate for the time.

CANCELLATION - If you choose to cancel your booking more than 14 days ahead of time, no cancellation fee is payable. If you choose to cancel within 14 days, a cancellation fee of 50% will be payable, except in exceptional circumstances at our discretion.

DELIVERY / COLLECTION - Collection/return is from our premises at IP1 5EQ at a mutually agreed date/time. We will always have someone available at the time that has been agreed, but cannot guarantee to be able to arrange collection/return outside of this time. Where we are delivering the items to you (and/or setting up for you), we will arrive at the agreed location. date & time, but cannot be held liable for any delays caused by powers beyond our control.

PERSONAL DATA - We will keep all personal information confidential at all times, and not allow it to be disclosed in any part to any third party. We will take proper and all reasonable measures to ensure the confidentiality of all information, and not use the data for any purpose except for what is required to provide the service to you. We agree to respect your privacy and comply with the General Data Protection Regulations with regards to Personal Information.

