

# Client Intake Form



Thank you for choosing Pose for your upcoming event! To ensure that we deliver the best possible service tailored to your needs, please complete this client intake form with as much detail as possible. Your information will help us create a memorable and seamless photo booth experience for you and your guests.

## Section 1: Contact Information

- Full Name: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_
- Preferred Contact Method: Phone / Email / Text (circle one)
- Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
- City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

## Section 2: Event Details

### Type of Event: (Circle One)

- Wedding
- Birthday
- Corporate Event
- Graduation
- Prom/Formal
- Fundraiser
- Other: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event Venue Name: \_\_\_\_\_

Venue Address: \_\_\_\_\_  
\_\_\_\_\_

Venue Contact Person: \_\_\_\_\_

Venue Phone/Email: \_\_\_\_\_

Expected Number of Guests: \_\_\_\_\_

Venue Parking/Loading Instructions: \_\_\_\_\_

\_\_\_\_\_

Indoor/Outdoor Event? Indoor / Outdoor / Both (circle one)

Event Theme or Colors: \_\_\_\_\_

## Section 3: Photo Booth Preferences

### Customization Options: (Check All That Apply)

Event Name or Logo on Prints [  ]

Backdrop Preferences: (Describe color, theme, or upload reference images)

\_\_\_\_\_

### Props:

Would you like us to provide props? Yes / No

Specific prop themes or requests: \_\_\_\_\_

### Add On's:

Scrapbook Keepsake Album: [  ]

Paper/Magnet Guest Keepsake Frames: [  ] Customization: \_\_\_\_\_ # of Guests: \_\_\_\_\_

Kids DIY Picture Frame Kit: [  ]. # of Children: \_\_\_\_\_

## Section 4: Rental Package Selection

Which package are you interested in?

Poise [  ]

Strut [  ]

Show Off [  ]

Custom [  ] Describe: \_\_\_\_\_

Would you like to add extra hours? Yes / No

How Many Additional Hours? \_\_\_\_\_

## Section 5: Logistics and Setup

- Preferred Setup Time: \_\_\_\_\_
- Preferred Teardown Time: \_\_\_\_\_
- Site Access Details: (e.g., stairs, elevators, restricted areas)
- \_\_\_\_\_
- Power Source Availability: Yes / No / Unsure
- Space Concerns or Limitations: \_\_\_\_\_
- Is there a designated photo booth area? Yes / No / Unsure

## Section 6: Payment & Billing Information

- Primary Contact for Payment: \_\_\_\_\_
- Billing Address: \_\_\_\_\_
- Deposit: Full Deposit Required at Time of Booking Reservation

### **Preferred Payment Method:**

- Credit Card (3.3% CC Processing Fee Added)
- Debit Card (3.3% CC Processing Fee Added)
- Certified Check
- Cash
- Venmo
- PayPal

## Section 7: Additional Services & Requests

Are there any accessibility requirements or special accommodations?

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Do you have any other requests or comments for our team?

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## Section 8: Emergency Contact Information

- Emergency Contact Name: \_\_\_\_\_
- Relationship: \_\_\_\_\_
- Phone Number: \_\_\_\_\_

## Section 9: Authorization & Agreement

- By signing below, you acknowledge that the information provided is accurate to the best of your knowledge and will be used by Pose to provide a formal quote based on the services and specifications requested.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Client Printed Name: \_\_\_\_\_

If you have any questions while filling out this form, please get in touch with us at [posepictureperfectpros@gmail.com](mailto:posepictureperfectpros@gmail.com) or (252)-723-1235.

We hope to make your event unforgettable!

**-Joshua and Samantha Brooks**

**Co-Founders, Pose.**

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## Section 10: Office Use Only

- Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_
- Received By: \_\_\_\_\_
- Contract Sent: Yes / No
- Deposit Received: Yes / No
- Final Payment Due: \_\_\_\_/\_\_\_\_/\_\_\_\_
- Notes: \_\_\_\_\_