

**Risk Assessment For**  
AR Entertainment's  
Mount Pleasant Way  
Stokesley Business Park  
Stokesley North Yorkshire  
TS9 5NZ

**ASSESSMENT UNDERTAKEN**  
Date: 29 Mar 2017  
Signed: *RD Booth*  
Equipment **PhotoBooth**

**ASSESSMENT REVIEW DATE:**  
1st: Sept 2017  
2nd: Mar 2018  
3rd: Sept 2018  
4th: Mar 2019

**LIST OF SIGNIFICANT HAZARDS**

Electric shock

Tripping over cables

**GROUPS AT RISK**

Operator/Participants

Participants

**EXISTING CONTROLS covered by information held**

Control unit is visually inspected for obvious faults and fused ext. cables are always used. Equipment is P.A.T tested once a year  
All cables are neatly stowed under base units out of the way

I am fully trained and confident in operating the **Photo Booth**, and understand the risk assessments, assembly instructions and operating instructions, and any other safety procedures related to the Vision Racers.

Signed:

Date:

Event Manager:

Print Name:

Print Name:

## Photo Booth

### Equipment required:

PhotoBooth Framework	No req	In van
Black Case (Straight Framework)	1	
Black Case (Curved Framework)	1	
Black Drum (Skins)	1	
Black Case (PC)	1	
Printer	1	
Camera + Keyboard + Mouse	3	
Red + Green Curtain	2	
Table + Tablecloth		
Sleeve of Vinyls	1	
Wooden Seat + Support + Cushion	3	
Back Screen Lights	2	
<b>Hardware Essentials</b>		
Extention reel	1	
Prop box + props		
6 way Extention	1	
USB		
Guestbook		
AA batteries	1	
AAA batteries		
Media		
Brass Posts + Red Rope		
Any additional items		

### Installation Procedure:

1. Position printer on top of its flight case in required position
2. Build framework from bottom up, around printer as a starting point
3. When erecting, chrome bars face in, and velcro to the outside of the booth
4. Assemble PC on its side, make sure it is secure to rest of structure before leaving upright
5. Wooden support inserted for seat + wooden seat and cushion on top.
6. Attach the background curtain e.g. red or green
7. Slide the camera into slot, make sure its at correct angle and zoom, tighten up when happy.
8. Plug in camera to pc, camera power, printer power, pc power and printer to pc leads.
9. Switch on. Check the camera is functioning & on screen. Make sure flash is activated.
10. Insert paper and printer media (ink on sheets) roll paper until you hear bleeps.
11. Attach vinyls
12. Attach the roof
13. Attach the skins, **done with care**, and no gaps are left. Stars to match up.

### Operating instructions

1. Switch PC, Printer and camera on
2. PC will automatically start program. If it displays "not connected" Press the shutter button on OR check the power and turn camera off and switch it back on again
3. Load photobooth settings (ctrl + s) and decide what mode you want - typically Fun Booth Gre
4. Load which print out e.g. 2 x 2, 4 x 2 update any comments that is required in relevant place.
6. To preview the print out - select setting next to custom layout, click preview, left click on imag
7. Load full photobooth mode (ctrl + f4)
8. Let guests choose colour of shot (and background if greenscreen, if B+W or Sepia they will n change the background before it goes back to colour if they change their mind)
9. Operator to control amount of prints using keyboard on a ongoing basis (ctrl + number)

### **10. When finished, always remove printer STRIPS, paper and media IMPORTANT**

Loading checked by:

Return loading checked by:

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Event Manager

**If you have any issues then ring a full time member of  
AR Ents staff first. If they can not help you, ring:  
07849 280 131          Chris Barber**