

Before the celebration

A practical staff checklist for branded albums, clear signage and a smooth guest experience.

1 / Prepare the booking

- ☐ Confirm the event name, event date and intended audience.
- ☐ Save your venue logo, colour and welcome message in the organiser studio.
- ☐ Create a free draft; agree guest access and approval settings with your client.

2 / Publish and test

- ☐ Use one prepaid credit when the album is ready. Check its hosting dates.
- ☐ Download the album QR code and add it to the sign template.
- ☐ Print at actual size and scan the physical sign on iPhone and Android.
- ☐ Check guest access from a signed-out phone before printing the whole batch.

3 / Brief the team

- ☐ Put a sign near the guestbook and cards on tables, away from glare.
- ☐ Ask the host to mention the album. Guests need internet to upload.
- ☐ Suggested announcement: "Scan the photo sign to share your favourite moments. There is no guest app to download."

Handover and follow-up

Keep the same album link and QR code when your client takes ownership.

1 / Invite the client

- ☐ Confirm the correct email address before creating an ownership invitation.
- ☐ Share the invitation using your normal client communication.
- ☐ The client signs in, accepts, and takes control of the album.

2 / Confirm completion

- ☐ Check that the studio records the accepted handover.
- ☐ Explain guest access settings and how to pause or review contributions.
- ☐ Point out the hosting end date and how to download a personal copy.

3 / Suggested client message

- ☐ "Your event album is ready. Use the invitation to sign in and take ownership. Guests can contribute using the same QR code or album link. Please check the guest settings and download your collection before hosting ends."

Useful resources

- ☐ Free sign templates: evental.co/resources/wedding-photo-qr-code-signs
- ☐ Product walkthrough: evental.co/organisers
- ☐ Support: support@evental.co