

Event booking brief

Tell us about your event. We will confirm availability, the service scope and your quotation separately.

Your contact

Client or organiser name

Organisation or couple names

Contact number

Email address

Your event

Event name as it should appear

Event date

Venue name

Booth service start time MYT

Booth service end time MYT

Expected guest count

Setup access time

Venue address and directions link

Contact on the event day

Requested service

Practical details

Indoor or outdoor space, power, setup access and other requirements

Artwork and website choices

Choose one layout; extras are quoted separately. Address example: event2026 becomes event2026.once-always.my (subject to availability).

Photo artwork

Photo layout code

To be confirmed

Layout selection

One layout throughout the event

Print quantities or copy request

Exact headline and event wording

Date, venue, tagline or secondary artwork wording

Logo or artwork file link

Design service

Template customisation

Preferred proof review date

Event webpage

Website template

Not requested

Event address prefix (e.g. event2026)

Colour palette name or hex colours

Font pairing or style preference

Chosen design preview link

Design references, must keep details and other requests

Publication and artwork approval

Approve artwork after reviewing the final proof. Booking confirmation is handled separately.

Guest experience

Public photo highlights

To be discussed

Text wishes

Not requested

Photo puzzle

Not requested

Optional adult networking

Not requested

☐ Organiser confirms permission for the agreed public photo previews

Quotation reference

Quotation reference

Agreed total RM

Agreed additional layout or design charges

Final proof approval

Form stage

Booking brief only

Final proof filename or version

Approver name

Approval date

☐ I checked spelling, dates, logos, photo layout and the QR keep clear area

☐ I approve the named proof for the agreed event and layout options

Private QR downloads close 48 hours after the recorded event end. Public highlights and all-strip previews can remain viewable afterwards and can be saved by visitors.

Automatic highlights use photo previews from every completed group, without choosing each image. Confirm the public display arrangement with the organiser before publication.

Networking is optional for adult guests. Each guest chooses public contact fields and gives explicit consent; profiles require organiser approval.