



Detailed FAQs for Live Portrait Events

Additional Documentation: General [Brochure](#) | Live Services [Deck](#)

ONSITE PROCESS

What is the setup?

Artists roam through the space with iPads in hand and printers in hip-holsters for a completely mobile experience but we can also work from stationary positions.

Do the artists need to be seated?

Our artists are prepared to be roaming at your event (including mobile printing) unless you provide opportunities for them to be seated. If you choose to position us at stations then we will require 2 chairs and a small table on which to position the printer. Typically a highboy table and two tall chairs is enough.

What time do you need for setup and takedown?

Artists arrive one hour prior to event start time. They have a few minutes to get settled, unpack their bag, test their equipment, and use the facilities before being ready a few minutes before guests arrive.

What are your storage needs?

Each artist just brings a small bag which after being unpacked can be checked at coat check, in a green room, or under tables with linen.

What happens once a drawing is created?

Drawings are printed on a 4x6 postcard glossy paper and are sent as digitally as JPGs to guests by email.

Can we opt to print or digital only?

Sure! The fewer steps an artist takes in their process the more people they can draw.

We also offer a 5% eco discount for digital-only/no-print events.

Can we pre-print on the paper ahead of time?

Our standard event printers use a sub-dye process and cannot have anything printed on them before running through the printer.

Do you print in alternate sizes?

Alternate printing options are available for additional fees and include extra staff to process the printing and require a printing station. This also takes longer and is not customary for typical events.

Can you provide a drawing as a vector file or vectorize an illustration?

Our drawings are sketched in a pixel based application and are not vector based files. If you are interested in vectorizing an illustration there is an in-studio service we can provide for an additional cost.

Do you need Wifi?

On-site Wifi is requested for swift delivery of the drawings to the event guests. For high traffic events like expos, where you can expect a lot of digital interference, we request dedicated Wifi. If no Wifi is available we can still perform our services, and the guests will receive their images later that evening.

Do you require vendor meals?

If the event is over 4 hours then we either request nearby meal accommodations, or let us know if the choices are scarce and we will bring food.

Parking/Security?

Any parking or security details we request in advance to adequately prepare our artists for arrival. As per our contracts, any paid parking is required to be reimbursed by the Client.

Can I get a list of participant emails from you?

In compliance with privacy protection laws we delete all emails after events and do not collect the emails to supply to the client.

If the client would like to collect participant emails they must supply an opt-in form or language for participants to sign in a separate application, or supply an email address of their own that our artists will use for the event.

Who owns the drawings following the event?

Drawings are owned by Drawing Booth and licensed and designated for personal or internal use only. The drawings are not work for hire. To outright own the drawings we require an additional cost.

1. To use drawings for more than their intended purpose- a giveaway to guests also requires more up-front planning on the creative end to prepare the file, and
2. You also need each individual's permission to use a drawn-likeness, and are legally required to specify its intended use.

We respect both client and individual privacy and in the majority of cases the event files are kept only for our internal records.

CHOOSING AN ILLUSTRATION STYLE

Typical drawings are black and white head and shoulder portraits.

Do other styles cost extra?

Nope!** However, more elaborate styles (with color or full body sketches) take longer so you receive fewer drawings for the same cost.

**We can imitate a specific style if it is not already part of our repertoire. That is the only time a style may cost more- we work behind the scenes to train the artists in the new style.

Can we provide multiple styles as options for the event?

Multiple artists at an event can provide multiple styles, but each artist will stick to one style throughout the event.

EVENT COVERAGE

The artist will endeavor to draw as many people at your event as possible. They are trained that time is money and to make the most use of the time as possible for maximum coverage of your event.

How many artists do you recommend for my event?

We will always advise you based on the participant numbers and structure of the event. Typically 1-4 artists are requested.

How long does a typical portrait take? How long do the more elaborate portraits take?

Typical portraits take around 5 minutes. Color and full body can be up to 12 minutes depending on how elaborate. Printing or waiting for a guest to receive their print adds another couple of minutes if the artist does not have another guest waiting to be sketched immediately afterwards before moving on to another location and scouting for another interested guest.

We do not guarantee that everyone will get drawn. Here are a few factors besides time:

1. Not everyone wants to be drawn though they often enjoy being a spectator. Our artists provide up close entertainment they don't get to experience anywhere else.
2. We draw people in varying environmental conditions right in the center of the party action. Flashing lights and a variety of factors can create distracting guests' participation or other unpredictable environmental factors that affect drawing time.

If you would like to ensure every guest receives a drawing as a memorable takeaway, we have a drawings-from-photos service where guests submit an image and receive a drawing in return. This is particularly useful when you want to make sure certain VIPs receive a gift even if they are not going to be available to be sketched. We have a different system for bulk orders (75+), but we recommend a minimum lead-time of 1 month to guarantee competitive pricing.

****Special Note for Weddings and Private Events**

We provide live drawing services. This means drawing the people in front of them **in the moment**. Artists can draw couples and small groups who are present in front of them. We ask that guests only get drawing once, so that others can be drawn, whether that person requests a solo illustration, or to be included as part of a group. Artists will not draw from a photo while on-site. If you would like a family illustration please refer to our private [drawings from photos service](#). If you want to take advantage of

having the gang all together and really want everyone to have a drawing, we are happy to send someone to photograph all participants and draw from the photos. You will be charged for the photographer and then at our drawings from photos rate.

Do you offer special portraits of the wedding couple?

A special wedding portrait of the couple is included as part of our wedding package and may be completed from a photo the artist takes on site or from a photo sent by the wedding photographer, allowing the couple to focus on their big day. If the couple would like a photo that includes other members of the family or wedding party other than the bride and groom, you will also be directed to our [drawings from photos service](#).

Can't you just use other local artists?

We have a lengthy hiring and training process to ensure our artists are prepared to draw in live situations and know how to operate as event professionals. We always reach out to our local pool first, including even artists we've even worked with in the past. If we're recommending we fly someone in, it's because no one local is available. **We will always notify you of this possibility and the reflected price change so you can determine how to proceed.**

CUSTOM BRANDING

What is the custom background?

As part of your package we will create a simple branded design that serves as the custom frame or backdrop to your event portraits in both digital and print formats. This typically includes your logo (in high resolution), and/or event or brand related graphics you would like us to incorporate, and we will design 1-3 alternative versions for you to choose from. A logo on a plain white background is an elegant option for any event or choose one of the templates on our website [here](#) for no additional cost.

If you have a graphic designer we can send you our template to create the design yourself. Designs must be sent back to us for approval as a layered PSD or an editable Canva file so we can review and tweak the design to meet printing specifications.

If you would like us to produce a more custom design, we estimate this costing anywhere from \$125–\$350 depending on the level of detail. We always recommend a creative conversation at this stage.

When choosing a template, simple backgrounds with plenty of white/light colored space in the center, ensures that the live-artist's illustrations stand out.

Final designs must be approved at least 1 week before an event. If you do not supply written approval of the final design by 48 hours before your event, we will only supply a plain white background.

BOOKING AND PAYMENT

Our company's contracting system is complex. Can you use our contracts?

We typically supply an agreement, but if you prefer us to use yours we will redline it and negotiate for critical points that are unique to our services.

We will not guarantee artist availability until either the deposit is put down or the contract is signed so please leave time for review.

What is your payment schedule?

50% deposit down and remainder due on the day of the event. If your company has something like a net60 system, we are happy to work with you, but we will require an initial deposit regardless.

What are your payment methods?

We accept credit cards (with an additional 3.5% processing fee). Other options include direct deposit, Wire, Zelle, and Venmo.

Can you supply a COI (Certificate of Insurance)?

Yes. Please let us know the "Additionally Insured" details. We can also provide a 'Supplies In/Out' form upon request.

As always, we are always happy to hop on a call and answer any other questions you may have!

Reach out to us at Hello@DrawingBooth.com to schedule a call.