Klarstig

# Alterations Workshop - Season Changeover Plan

**FICTIONAL EXAMPLE FOR ILLUSTRATION. NAMES, ADDRESSES AND NUMBERS ARE INVENTED.**

Identify what should be stored, refreshed or prepared when an operating season changes. Setting: Alterations Workshop.

## Contact and reference

**Name or team reference ***
Alex Rivera

**Reply email, if needed**
alex.rivera@example.com

**Date of record ***
November 14, 2026

## Season Changeover Plan

**Ending season and next operating period ***
November 14, 2026

**Materials to store, return or retire from use ***
(Free-text answer - not filled in for this example)

**Spaces, supplies and instructions to prepare ***
(Free-text answer - not filled in for this example)

**Dependencies and readiness checks before restart**
(Free-text answer - not filled in for this example)

## Alterations Workshop

**Alteration-job reference and sewing station ***
REF-2026-0147

**Garment category, fabric or notions required ***
(Short answer - not filled in for this example)

**Fitting sequence, fabric handling or collection deadline**
(Free-text answer - not filled in for this example)

## Ownership and follow-up

**Team or role responsible for the next action**
Program coordinator

**Target follow-up date**

November 14, 2026

**Current state of this record ***

Open for review

**Next action and completion evidence**

Replaced the faulty door latch on 14 November; next review of the entrance checklist is due 1 December.

## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

**Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.**

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