

# Community Arts Centre - Operational Lessons Log

Capture concrete lessons from a completed activity and assign a practical follow-up. Setting: Community Arts Centre.

## Contact and reference

Name or team reference \*

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Reply email, if needed

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Date of record \*

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## Operational Lessons Log

Completed activity or operating period \*

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What happened and evidence supporting the observation \*

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Practice to repeat or change next time \*

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Concrete next action and how improvement will be checked

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## Community Arts Centre

Studio, workshop session or exhibition reference \*

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Art material, work surface or shared tool involved \*

Drying time, material storage or studio turnover needs

## Ownership and follow-up

Team or role responsible for the next action

Target follow-up date

Current state of this record \*

- ☐ Open for review
- ☐ Waiting for information
- ☐ Next action agreed
- ☐ Completed and checked

Next action and completion evidence

## 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 this form tailored to your organization? Klarstig's professional services are included at no additional service charge.**

Klarstig / Daniel Petry · klarstig.ai · hello@klarstig.ai · support@klarstig.ai · 800-781-1775 · 11917 Laurel Ave., Forestville, CA 95436, USA