Klarstig

# Community Arts Centre - Shift Handover Record

Record unfinished work and the instructions the next team needs to continue. Setting: Community Arts Centre.

## Contact and reference

**Name or team reference ***

**Reply email, if needed**

**Date of record ***

## Shift Handover Record

**Work remaining at the end of this shift ***

**Priority order for the incoming team ***

**Items awaiting a response and the last contact made ***

**Where the next team can find the working materials**

## Community Arts Centre

**Studio, workshop session or exhibition reference ***

**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 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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