

# Community Theatre - Delegated Collection Check

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

Record collection instructions and the non-sensitive reference used to check an authorized pickup. Setting: Community Theatre.

## Contact and reference

### Name or team reference \*

Alex Rivera

### Reply email, if needed

alex.rivera@example.com

### Date of record \*

November 14, 2026

## Delegated Collection Check

### Collection or order reference \*

REF-2026-0143

### Who arranged the collection and the handover instruction \*

Two to three sentences describing the situation, what has already been tried and what outcome is needed, so the reviewer can act without follow-up questions.

### Reference-check method used, without copying identity documents \*

Photos of the entrance (3), the November sign-in sheets and the maintenance ticket MT-2026-0142.

### Items released or reason the handover remains pending

We need a second room on Saturdays because the youth group has grown past the current room capacity.

## Community Theatre

### Performance or rehearsal and stage-area reference \*

REF-2026-0147

### Prop, costume rail or technical kit involved \*

\$250.00

### Cue timing, backstage movement or audience-entry constraints

Two to three sentences describing the situation, what has already been tried and what outcome is needed, so the reviewer can act without follow-up questions.

## 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.

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