Klarstig

Community Theatre - Found Property Register

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

Record a found item and its custody arrangements without publishing identifying details. 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

Found Property Register

Internal found-item reference *
REF-2026-0143

General description and location found *
(Free-text answer - not filled in for this example)

Storage location and person responsible for custody *
Facilities lead: entrance repairs by 30 November. Program coordinator: updated sign-in process by 5 December.

Non-sensitive details to verify with a claimant
(Free-text answer - not filled in for this example)

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
(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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