

# Dance Studio - External Support Work Brief

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

Define a bounded support task and the information an external helper needs on arrival. Setting: Dance Studio.

## Contact and reference

### Name or team reference \*

Alex Rivera

### Reply email, if needed

alex.rivera@example.com

### Date of record \*

November 14, 2026

## External Support Work Brief

### Support task and local coordinator \*

Example answer

### Scope, deliverables and excluded work \*

Covers the weekend youth program at the main hall from 1 to 14 November, including set-up and clean-up.

### Arrival instructions and resources provided \*

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.

### Completion evidence and handover expectations

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

## Dance Studio

### Class or rehearsal and studio reference \*

REF-2026-0147

### Floor area, portable mirror or music setup involved \*

Example answer

### Floor preparation, changeover interval or sound-level needs

The Saturday session started 20 minutes late because the room was double-booked; no other exceptions.

## 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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