

# Dance Studio - Procedure Clarification Request

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

Identify an unclear instruction and the example needed to make it usable. 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

## Procedure Clarification Request

### Procedure name, version and step \*

Alex Rivera

### Wording or situation that is unclear \*

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.

### Interpretations being considered and their practical effects \*

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.

### Example or decision needed to resolve the question

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.

## 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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