

# Guesthouse - Activity Rescheduling Brief

Capture the constraints that must be resolved before an activity is moved. Setting: Guesthouse.

## Contact and reference

Name or team reference \*

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Reply email, if needed

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Date of record \*

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## Activity Rescheduling Brief

Activity and current schedule \*

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Reason for moving and acceptable replacement windows \*

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Dependencies that must move with the activity \*

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How affected participants will be informed

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## Guesthouse

Room, common area or stay reference \*

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**Linen set, welcome pack or room equipment involved \***

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**Turnover window, quiet hours or arrival coordination**

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## Ownership and follow-up

**Team or role responsible for the next action**

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**Target follow-up date**

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**Current state of this record \***

- ☐ Open for review
- ☐ Waiting for information
- ☐ Next action agreed
- ☐ Completed and checked

**Next action and completion evidence**

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## 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 this form tailored to your organization? Klarstig's professional services are included at no additional service charge.**

Klarstig / Daniel Petry · klarstig.ai · hello@klarstig.ai · support@klarstig.ai · 800-781-1775 · 11917 Laurel Ave., Forestville, CA 95436, USA