Klarstig

Guesthouse - Announcement Review Request

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

Prepare a factual operating announcement for a responsible reviewer before publication. Setting: Guesthouse.

Contact and reference

Name or team reference *

Alex Rivera

Reply email, if needed

alex.rivera@example.com

Date of record *

November 14, 2026

Announcement Review Request

Announcement topic and intended audience *

(Short answer - not filled in for this example)

Proposed text and facts to verify *

(Free-text answer - not filled in for this example)

Channel, timing and requested audience action *

Replaced the faulty door latch on 14 November; next review of the entrance checklist is due 1 December.

Reviewer questions or unresolved details

Could you tell me when the next volunteer orientation takes place? I am free most weekday mornings.

Guesthouse

Room, common area or stay reference *

REF-2026-0147

Linen set, welcome pack or room equipment involved *

Main hall, Room 2

Turnover window, quiet hours or arrival coordination

(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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