

# Independent Museum - Collection Readiness Check

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

Check that a collection is complete, labelled and ready for the agreed handover. Setting: Independent Museum.

## Contact and reference

### Name or team reference \*

Alex Rivera

### Reply email, if needed

alex.rivera@example.com

### Date of record \*

November 14, 2026

## Collection Readiness Check

### Collection batch or booking reference \*

REF-2026-0143

### Items assembled and quantities checked \*

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.

### Labels, packaging and handover location checked \*

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.

### Missing item or instruction preventing release

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.

## Independent Museum

### Gallery, display case or visitor session reference \*

REF-2026-0147

### Display material or internal object reference \*

REF-2026-0148

### Object handling, label positioning or gallery flow constraints

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.

## 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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