Klarstig

# Makerspace - Late Arrival Coordination

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

Record an expected late arrival and the practical arrangements needed to receive it. Setting: Makerspace.

## Contact and reference

**Name or team reference ***

Alex Rivera

**Reply email, if needed**

alex.rivera@example.com

**Date of record ***

November 14, 2026

## Late Arrival Coordination

**Booking or activity reference ***

REF-2026-0143

**Expected arrival window and delay information ***

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

**Entry, reception and handover arrangements ***

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

**Service elements that may no longer be available**

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

## Makerspace

**Work zone, project session or machine station ***

A 12-week after-school reading club for 30 students, led by trained volunteers at the community center.

**Material thickness, tool setup or project reference ***

REF-2026-0148

**Supervision, extraction, setup-change or storage needs**

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

## 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.**

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