

# Music Rehearsal Rooms - Signage Correction Brief

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

Specify a sign that needs correction and the wording or placement to be reviewed. Setting: Music Rehearsal Rooms.

## Contact and reference

### Name or team reference \*

Alex Rivera

### Reply email, if needed

alex.rivera@example.com

### Date of record \*

November 14, 2026

## Signage Correction Brief

### Sign location and current wording \*

Main hall, Room 2

### Incorrect or missing information \*

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.

### Proposed wording and placement \*

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.

### Languages, readability or viewing-distance needs

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.

## Music Rehearsal Rooms

### Rehearsal booking and room reference \*

REF-2026-0147

### Instrument stand, amplifier or cable kit involved \*

Example answer

### Sound isolation, setup changes or shared-kit handover

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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