

# Neighbourhood Hall - Language Support Coordination

Describe the language assistance needed for a defined interaction or written material. Setting: Neighbourhood Hall.

## 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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## Language Support Coordination

Interaction or material requiring support \*

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Source and requested languages \*

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Topics and terminology the language helper should prepare \*

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Timing, format and practical arrangements

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## Neighbourhood Hall

## Room booking and community activity reference \*

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## Tables, chairs or shared hall supplies involved \*

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## Neighbouring activities, noise limits or key-return arrangements

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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.

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