Klarstig

# Neighbourhood Hall - Queue Overflow Review

Document when waiting demand exceeded capacity and what affected the queue. Setting: Neighbourhood Hall.

## Contact and reference

**Name or team reference ***

**Reply email, if needed**

**Date of record ***

## Queue Overflow Review

**Queue location and observed time window ***

**Arrival pattern and approximate waiting conditions ***

**Bottleneck and temporary routing used ***

**Capacity change or information to test next time**

## Neighbourhood Hall

**Room booking and community activity reference ***

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

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

## Ownership and follow-up

**Team or role responsible for the next action**

**Target follow-up date**

**Current state of this record ***

- ☐ Open for review
- ☐ Waiting for information
- ☐ Next action agreed
- ☐ Completed and checked

**Next action and completion evidence**

## 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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