

# Photography Studio - Temporary Closure Coordination

List the practical steps needed for a short closure and the conditions for reopening. Setting: Photography Studio.

## 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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## Temporary Closure Coordination

Area or service being paused \*

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Work, bookings and deliveries to reroute \*

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Notices, materials and access arrangements during closure \*

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Checks and communications needed before reopening

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## Photography Studio

**Shoot reference and studio or set \***

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**Lighting kit, backdrop or prop group involved \***

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**Set-change timing, power layout or equipment custody**

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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.

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