

Textile Craft Collective - Season Changeover Plan

Identify what should be stored, refreshed or prepared when an operating season changes. Setting: Textile Craft Collective.

Contact and reference

Name or team reference *

Reply email, if needed

Date of record *

Season Changeover Plan

Ending season and next operating period *

Materials to store, return or retire from use *

Spaces, supplies and instructions to prepare *

Dependencies and readiness checks before restart

Textile Craft Collective

Production session and cutting or finishing station *

Fabric roll, pattern version or notions batch *

Colour-lot matching, fabric storage or shared-machine timing

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.

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