Accessible-booking handover sheet

Complete with the actual workplace arrangements. Read the accompanying guide, agree the local procedure and identify who will check the record.

Venue / event	
Owner / date / version	
Booking reference	
Question or requested arrangement	
Verified venue information	
Action / responsible colleague	
Confirmation sent / channel	
Shift handover	
Change or follow-up	

Before use: Check the venue facts. Ask what would help. Confirm available arrangements. Record the minimum operational information. Handover and update changes.

Follow-up

Action	Owner	Due / trigger	Completed

Keep completed records with the appropriate access restrictions. Save your entries before closing.

Read the accompanying guide online