Booking-information review 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 process / field	
Purpose	
Minimum information needed	
Who needs access	
Approved storage location	
Retention rule reference	
Incident contact / review owner	

Before use: Identify the purpose of each field. Use the approved booking system. Write concise operational notes. Check recipients and access. Escalate incidents promptly.

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