

Resource Booking Detail Card

FOUR WORKSHEETS / ONE FOCUSED SECTION PER PAGE

Date / reference: _____

Identify the booking

Resource name

Purpose

Confirmed date

Confirmed time range

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Date / reference: _____

Locate the resource

Venue reference

Room or pickup point

Access instruction source

Arrival detail

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Check the requirements

Included equipment

Material to bring

Use instruction location

Unclear condition

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Keep the outcome

Booking completed

Change confirmed

Question remaining

Next booking action
