

# A small workshop guide

Four-page original interior layout example

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## Plan the handoff

A workshop handoff is easier to follow when the materials, activity and next action are named clearly.

## What this sample contains

Three short sections and a checklist. This is an original layout demonstration, not a published book or a printer-approved file.

# 1. Gather the inputs

Retain the facts supplied by the organizer

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## List the essentials

Write the approved event title, exact date, time zone, location or meeting route, and the contact for questions.

## Leave unknowns visible

If a time, owner or location has not been agreed, label it as a question. Do not fill the gap with an assumption.

## 2. Arrange the activity

Keep instructions in a usable order

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### **Prepare a short sequence**

Start with the materials. Then describe the activity in a few numbered steps. Finish with the expected handoff.

### **Check the wording**

Use the same name for each material throughout. Ask the organizer to confirm any step that depends on local equipment or access.

## 3. Review the handoff

A simple organizer checklist

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- ☐ Event facts approved
- ☐ Materials named consistently
- ☐ Activity steps in order
- ☐ Open questions assigned for review
- ☐ Final files checked before sharing