Workshop planning form

Page 1 of 2 / fictional teaching example

Fill all six fields, save a copy, close it, then reopen both pages.

Session title

Practice workshop

Room

Cedar

Seats

16

Use fictional details only. This form is not an application or a real booking.

Workshop planning form

Page 2 of 2 / fictional teaching example

Fill all six fields, save a copy, close it, then reopen both pages.

Materials

Paper and pens

Next action

Confirm room booking

Review note

Both pages checked