1

Cover sheet

SYNTHETIC EXAMPLE • NO PERSONAL DATA

Example packet: community workshop

Contents: cover, checklist, timetable

Check all three pages before sharing.

Read the printed numbers, not just the thumbnail positions.

2

Preparation checklist

SYNTHETIC EXAMPLE • NO PERSONAL DATA

Bring: notebook and pencil

Confirm: date, location and page order

Keep this page upright and readable.

Read the printed numbers, not just the thumbnail positions.

3

Workshop timetable

SYNTHETIC EXAMPLE • NO PERSONAL DATA

09:00 Welcome and introductions

09:30 Practical activity

10:15 Questions and wrap-up

Read the printed numbers, not just the thumbnail positions.