

Community workshop: fictional planning memo

Date: September 17, 2026

The workshop is planned for October 12, 2026.

The venue has 24 seats. Registration closes October 5.

The session runs from 10:00 to 12:00.

Budget and responsibilities

Room hire: \$120. Materials: \$80. Refreshments: \$40.

The total planned cost is \$240.

Alex will confirm the room. Sam will order materials.

This memo does not set a ticket price.

Open questions and limitations

Accessibility arrangements are not yet confirmed.

The team must decide whether refreshments are optional.

The budget is a plan, not evidence of money already spent.

All names and figures are fictional teaching examples.