

Arts, Music & Creative Camp Business Guide

Instrument or tool issue log

Add your details and work through this sheet with your team.

Camp / programme

Prepared by

Date

Item ID

ID

Condition at issue

Facts

User or group

ID

Authorized operator where needed

Name

Issue time

Time

Fault or exchange

Details

Return time and condition

Details

Cleaning or maintenance

Action and owner

Keep technical inspection records separately where required.