

Title slide cleanup

MEI SO STUDIO

BEFORE

FERN & FOLD WORKSHOP

AUTUMN CLASS SERIES

Team planning

OCTOBER 2026

AFTER

Fern & Fold Workshop

Autumn class series

Team planning

October 2026

Crowded metrics cleanup

BEFORE

OCTOBER CLASS BOOKINGS

Classes: 4
Places available: 120
Places reserved: 96
Capacity filled: 80%
Open places: 24
Returning guests: 18

Illustrative figures only

AFTER

October class bookings

80%

capacity filled

96 of 120 places reserved

4

classes

24

open places

18

returning guests

Process slide cleanup

MEI SO STUDIO

BEFORE

HOW A WORKSHOP REQUEST MOVES

1. Start with a request. The guest sends a class idea and their preferred date.
2. Review the request. The coordinator checks the room and available supplies.
3. Confirm the details. The guest approves the date and class outline.
4. Prepare the class. The host sets up the room and materials.

AFTER

Workshop request process

- 1 Request**
Guest sends a class idea and preferred date
- 2 Review**
Coordinator checks the room and supplies
- 3 Confirm**
Guest approves the date and class outline
- 4 Prepare**
Host sets up the room and materials