

PROJECT EXCHANGE

THE VERIFIED EVENT BRIEF

Project Exchange is a fictional practice case. V1 and F1 are invented practice records.

The first request

“We requested Commons 204. It should be free.”

Sam asks Alex to confirm the room and cost before the announcement names either as settled.

Brief version 1

Checked November 2, 2026

Field	Confirmed information	Record owner
Date and time	November 12, 2026. 5–6 p.m. local campus time	Alex
Room	Commons 204. Venue confirmation V1	Alex
Cost	No participation fee. Finance confirmation F1	Alex and finance lead
Participation	Current students. No previous experience needed	Alex
RSVP	Optional. Walk-ins within confirmed capacity	Sam
Access contact	access@example.org	Campus access office
Current details	example.org/project-exchange	Sam

A venue request and a completed event review remain separate checks.

Method: Tennessee Tech event guidance

REVIEW OF THE RELEASE VERSION

PROJECT EXCHANGE

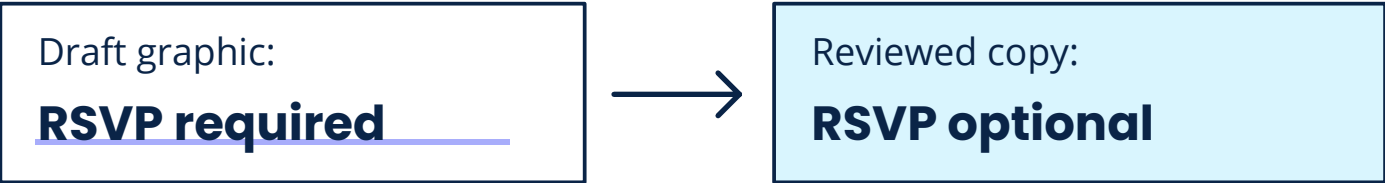
Bring a campus–project idea and leave with a next step

November 12, 2026. 5–6 p.m. in Commons 204

Work in small groups to make an early idea more specific and choose a manageable next action. Bring your own idea or join someone else’s discussion.

No fee or previous experience required. RSVP is optional. Details: example.org/project-exchange

A correction before release



Morgan checks the graphic against the brief. Sam fixes the graphic and caption together.

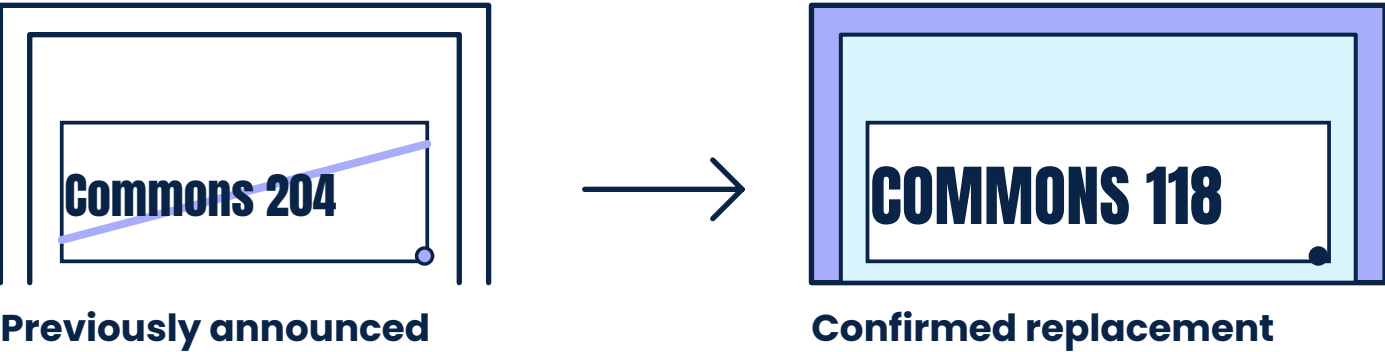
The full text also gives the access and questions contacts. It accompanies the graphic.

The exact package receives review

Version	Factual review	Release decision
2	Alex checks the event facts. Morgan checks consistency.	Alex authorizes this package on November 3. Sam publishes it.

Method: Texas A&M accessible communications

A ROOM CHANGE ACROSS CHANNELS



Alex confirms the revised venue and event records before Sam publishes the new location.

Sample public correction

Project Exchange has moved to Commons 118. We'll meet November 12 from 5–6 p.m. The date and time are unchanged. Current details: example.org/project-exchange

Where the old detail appeared	Owner	Checked version
Event page, email and social post	Sam	Commons 118
Campus calendar and signage	Alex	Commons 118
Prepared reminder	Sam	Commons 118
Live-link and visible-post check	Taylor	Version 3

If an image cannot be edited, clearly supersede it through the platform's correction route.

Method: Appalachian State venue policies