

Smartphone Photography Workshop

An original exercise for summarizing a document

Fictional document for learning purposes only. The workshop is not actually taking place, and this is not an invitation to register.

Date and registration

The workshop is planned for November 18, 2026, at 7:00 PM.

Registration closes on November 15, 2026.

The maximum number of participants is 12. The workshop will go ahead only if at least 8 people have registered by the registration closing date.

What will we learn?

Participants will practice taking photos with a smartphone: choosing a frame, using available light, and comparing two shooting angles.

Video recording is not included in the activity.

Known expenses

Distinguish between a known amount and a final budget.

Budget and caveats

Item	Amount	Status
Printing	\$60	Included in the known amount
Refreshments	\$180	Included in the known amount
Venue	\$360	Included in the known amount
Total of known items	\$600	Not a final budget

Optional equipment: \$120. The optional equipment is not included in the \$600 total.

The instructor's fee has not yet been set. Therefore, \$600 is not the final budget for the whole event.

The amounts above are fictional exercise data, not a price quote.

Open questions

When a detail does not appear in the document, do not fill it in with a guess.

Missing information

- The instructor's name is not specified.
- The exact venue and its address are not specified.
- The ticket price per participant is not specified.
- The finishing time is not specified.
- The instructor's fee has not yet been set.

Planning limits

The document contains no confirmation that the workshop will take place regardless. Check the number of registrations on the closing date, according to the condition on page 1.

The venue cost appears on page 2, but stating the amount does not identify a specific address or venue.

A good summary check also includes caveats.

Keep the distinction between planning and approval, between a known amount and a full budget, and between missing information and information that can be calculated.