



Booking system

A printable poster tool to help manage
the booking of machines and spaces

Resource Overview

A printable poster tool to help manage the booking of machines and spaces

Managing and coordinating spaces, machines, workshops, and shared activities can quickly become one of the most complex parts of running a make-a-thek. Before moving to more advanced booking systems, a simple shared calendar can help make planning visible, accessible, and easy to update.

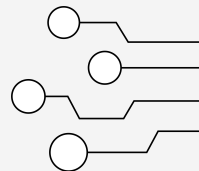
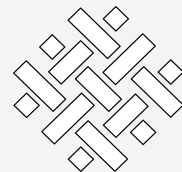
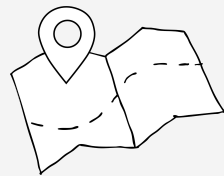
01.03.2026

Written by Hanna Gebauer (Fashion Revolution)



Resource Goal

This printable and reusable poster can be placed directly in the space, so staff, facilitators, and visitors can immediately see what is planned. It can also work alongside a digital calendar, while remaining accessible to people who may not use or check online tools regularly.



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make-a-thek booking tool

- calender printed in size A2 or A3
- reuseable → universal month (31 days), can be used every month
- use postits to write on it #reuse
- use 2-3 (or more if you want) prints to have an outlook for upcoming months
- (you can of course print 12 x - for each month and write directly on it and not reuse, too.)



2026



[Download the print pdf file here](#)

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2026



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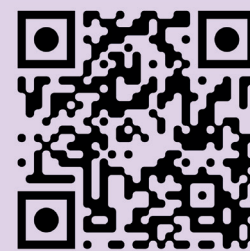
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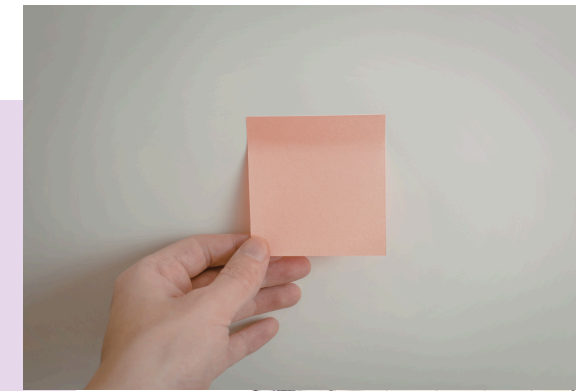


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2026



1	2	3 Knit & Repair	4	5	6	7	8
9	10	11	12	13	14	15	16
17	18	19 Upcycling workshop 14:00	20 Talk - circular weaving 17:00	21	22	23	24
25	26	27	28	29	30	31	



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