**XinFab Schedule**

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| **Daily Schedule** | |
| **Time** | **Items** |
| 13:00  -  13:30 | Check the space:  organized and clean |
| 13:30  -  14:00 | Check & update:  e-mails and medias |
| 14:00  -  15:00 | Prepare:  - workshops  - open night  - events |
| 15:00  -  17:30 | Offering Service |
| 17:30  -  18:00 | Dinner |
| 18:00  -  19:30 | Offering Service |
| 19:30  -  20:30 | Keep in Touch with members and partners:  - Meeting Offline  - Service Online |
| 20:30  -  21:00 | Summarize Today  Keep the space organized and clean |
| At 21:00 | Close the space |

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| **Weekly Schedule** | |
| **Time** | **Items** |
| Monday | Closed |
| Tuesday | Staff Meeting:  19:00 – 20:00 |
| Wednesday | Open Night:  19:00 – 20:30 |
| Thursday | Machine Room Introduction:  at night |
| Friday | Closed |
| Saturday | Film Night:  19:00 – 21:00 |
| Sunday | Workshop |