

Event Sign In Sheet

Know who came, and have something to work from afterwards, without collecting more about people than the event actually needs.

Who attended — name, contact if they want to give it, and anything you need to know on the day.

COLLECT LESS THAN YOU THINK YOU NEED

Ask for as little as the event actually needs. A sign-in sheet sitting in the open is readable by everybody who signs after them, so consider carefully before collecting phone numbers, addresses or anything about health on a shared page.

Event

Date

Venue

Sheet

Name	Organisation or group	Contact, if given	Arrived	Left	Notes

Total attending

Recorded by

Date