|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sign-In Sheet Template** | | | | | |
| Date: | | | | | |
| Location: | | | | | |
| **No.** | **Name** | **Email/Contact** | **Company** | **Time In** | **Time Out** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |
| 13 |  |  |  |  |  |
| 14 |  |  |  |  |  |
| 15 |  |  |  |  |  |
| 16 |  |  |  |  |  |

**Sign-In Sheet Instructions**

**Set up**

* Print the sign-in sheet.
* Put the sign-in sheet at the entrance with pens.

**At the event**

* Direct people to the sheet as they arrive.
* They should write their name, contact info, and affiliation (if needed).

**What to fill**

* **Name:** Write your full name clearly.
* **Contact:** Phone number or email.
* **Affiliation:** Company or group name, if relevant.
* **Time in:** Note the time of arrival.
* **Time out:** Note the time of departure.

**After the event**

* Collect the sheets.
* Check for complete and clear info.
* Keep the information safe and private.

**Tips**

* Place the sheet where everyone can see it.
* Have someone nearby to help.
* Remind people to sign in if needed.
* If it’s a long event, attendees can update their info during the day as they come and go.



Looking for more templates? We’ve got you covered with simple and effective templates to improve your work.

Check out [HubSpot’s 121 free business templates](https://www.hubspot.com/business-templates) designed to help your business grow today!!