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| **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.



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