

Attendance register template

Record arrivals and departures with a practical register for event check-in.

Event / organisation: _____ Session / date: _____ Coordinator: _____

Booking reference	Attendee name	Session	Arrival time	Departure time	Staff initials	Follow-up reference

An attendance list supports your emergency procedure but does not replace a headcount or evacuation check. Do not add medical details or public contact information to the desk copy.