# Workshop Sign-In Sheet

*This sign-in sheet is used to document the attendance of participants at a workshop, seminar, or training session. Please ensure all participants provide accurate and legible information.*

## Workshop Details

* **Workshop Title:** {workshopTitle}
* **Date:** {date}
* **Time:** {time}
* **Location:** {location}
* **Instructor/Facilitator:** {instructor}

{#hasAdditionalNotes}

**Additional Notes:** {additionalNotes}

{/hasAdditionalNotes}

## Instructions for Participants

1. Please arrive at least 10 minutes early.
2. Sign your name clearly in the space provided.
3. Provide accurate contact information if requested.

## Attendance Record

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Full Name** | **Organization / Affiliation** | **Email Address** | **Time In** | **Signature** |
| {#participants}{number} | {fullName} | {organization} | {email} | {timeIn} | {signature}{/participants} |

## Facilitator Notes

{#hasFacilitatorNotes}

Facilitator Comments:

{facilitatorNotes}

{/hasFacilitatorNotes}