

# Workshop Participant Attendance Record Form Sample

This **workshop participant attendance record form sample** is designed to efficiently track and document attendees' presence during training sessions. It ensures accurate record-keeping, facilitating seamless management of participant data. Utilize this form to maintain organized attendance logs for every workshop event.

## Workshop Details

Workshop Title	
Date	
Location	
Facilitator(s)	

## Attendance Record

No.	Participant Name	Organization/Department	Email/Contact	AM Session	PM Session	Signature
1				<input type="checkbox"/>	<input type="checkbox"/>	
2				<input type="checkbox"/>	<input type="checkbox"/>	
3				<input type="checkbox"/>	<input type="checkbox"/>	

## Notes / Remarks

Prepared by: \_\_\_\_\_  
Date: \_\_\_\_\_