

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: _____