

Event Attendance Form Sample (Excel, Customizable)

Download our **event attendance form sample Excel** to efficiently track participant presence. This customizable template allows you to tailor fields according to your event's specific needs, ensuring accurate record-keeping. Simplify your event management process with an easy-to-use and editable attendance tracker.

Download Excel Template

Sample Attendance Form Fields

| No. | Participant Name | Email | Contact Number | Signature | Time In | Remarks |
|-----|------------------|----------------|----------------|-----------|----------|---------|
| 1 | Jane Doe | jane@email.com | 123-456-7890 | | 09:05 AM | On time |
| 2 | John Smith | john@email.com | 234-567-8901 | | 09:12 AM | Late |

Tip: You can customize the columns in the Excel file to suit your specific event requirements (e.g., add ID fields, position, department).

How to Use This Template

1. Download the Excel attendance form.
2. Open the file and add your event's name, date, and other details as needed.
3. Edit, add, or remove columns to match your tracking needs.
4. Before or during your event, enter participant details or print the form for manual signing.
5. Save and archive the completed form for reporting and future reference.