

Event Registration Form Sample Excel Template

This **event registration form** sample Excel template streamlines attendee sign-ups with organized fields for essential information. Designed for ease of use, it helps event organizers efficiently collect and manage participant data. Perfect for conferences, workshops, and social gatherings, this template enhances registration accuracy and saves time.

Sample Event Registration Form Fields

Field Name	Description	Sample Entry
First Name	Attendee's given name	John
Last Name	Attendee's family name	Doe
Email Address	Primary contact email	john.doe@email.com
Phone Number	Mobile or landline number	+1-555-123-4567
Organization/Company	Name of business or affiliation	ABC Corp.
Registration Type	Attendee, Speaker, Sponsor, etc.	Attendee
Dietary Preferences	Special food needs	Vegetarian
Payment Status	Fee paid or pending	Paid

Sample Excel Download

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