**Guest and Visitor Sign In-Out Sheet**

**Event/Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

| **Guest Name** | **Guest Type** | **Time In** | **Time Out** |
| --- | --- | --- | --- |
|  | **( ) Visitor ( ) Guest** |  |  |
|  | **( ) Visitor ( ) Guest** |  |  |
|  | **( ) Visitor ( ) Guest** |  |  |
|  | **( ) Visitor ( ) Guest** |  |  |
|  | **( ) Visitor ( ) Guest** |  |  |
|  | **( ) Visitor ( ) Guest** |  |  |
|  | **( ) Visitor ( ) Guest** |  |  |
|  | **( ) Visitor ( ) Guest** |  |  |
|  | **( ) Visitor ( ) Guest** |  |  |

**Special Notes (if any):**

**Consent:  
( ) I consent to my details being recorded for security purposes and comply with all rules.**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**