

# **SIGN IN SHEET**

This Sign In Sheet ("Agreement") is made effective as of the date of signing by the undersigned parties. This document is intended to record attendance or participation at events, meetings, or gatherings for accountability and reference.

Event/Meeting/Gathering Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Location: \_\_\_\_\_

Organizer's Name: \_\_\_\_\_

Organizer's Contact Information: \_\_\_\_\_

## **1. DEFINITIONS**

- "Participant" refers to any individual attending the event, meeting, or gathering.
- "Organizer" refers to the individual or entity responsible for organizing the event.
- "Event" refers to the specific event, meeting, or gathering for which this Agreement is executed.

## **2. PARTICIPANT INFORMATION**

Each Participant is required to fill out the following information upon arrival:

- Full Name: \_\_\_\_\_

- Contact Information: \_\_\_\_\_
- Time of Arrival: \_\_\_\_\_
- Signature: \_\_\_\_\_

### 3. OBLIGATIONS AND RIGHTS

- The Organizer agrees to provide a safe and organized environment for the Event.
- Participants agree to adhere to the rules and guidelines set forth by the Organizer.

### 4. CONFIDENTIALITY

The Organizer agrees to maintain the confidentiality and security of the information collected herein and shall not disclose it to third parties without the Participant's consent, except as required by law.

### 5. CONSIDERATION

The mutual promises and obligations set forth in this Agreement constitute sufficient consideration for the execution of this Agreement.

### 6. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of \_\_\_\_\_ .

### 7. JURISDICTION

The parties agree that any legal action or proceeding arising out of or relating to this Agreement shall be brought exclusively in the courts of the State of \_\_\_\_\_ .

### 8. SEVERABILITY

If any provision of this Agreement is found to be invalid or unenforceable by a court of competent jurisdiction, such provision shall be severed from the remainder of this Agreement, which will remain in full force and effect.

## 9. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between the parties with respect to the subject matter hereof and supersedes all prior agreements, understandings, and negotiations, whether written or oral.

## 10. NOTICE

Any notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed to the Organizer at the address provided above.

## 11. AMENDMENT

This Agreement may only be amended or modified by a written agreement signed by both the Organizer and the Participant.

## 12. DEFAULT AND REMEDY

In the event of a default by any party, the non-defaulting party shall be entitled to pursue any and all remedies available at law or in equity.

## 13. TERMINATION

This Agreement may be terminated by the Organizer at any time prior to the commencement of the event by providing written notice to the Participants.

## 14. INDEMNIFICATION

Each Participant agrees to indemnify and hold harmless the Organizer from any claims, damages, liabilities, and expenses arising out of or related to the Participant's attendance at the Event.

## 15. SIGNATURES

By signing below, the Participant acknowledges that they have read, understood, and agreed to

the terms and conditions of this Agreement.

Participant's Printed Name: \_\_\_\_\_

Participant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Organizer's Printed Name: \_\_\_\_\_

Organizer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### 16. WITNESS

Witness Printed Name: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### 17. NOTARIZATION

State of \_\_\_\_\_

County of \_\_\_\_\_

This instrument was acknowledged before me on this

\_\_\_\_\_ day of \_\_\_\_\_ ,

20 \_\_\_\_\_ by \_\_\_\_\_

(name of person acknowledging).

Notary Public Signature: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

This Sign In Sheet is prepared to ensure accountability and reference for all Participants involved in the event, meeting, or gathering. The Organizer is responsible for maintaining the confidentiality and security of the information collected herein.