

SOP Template: Attendance Confirmation and Participant List Preparation

This SOP details the process for **attendance confirmation and participant list preparation**, covering procedures for verifying participant attendance, collecting and organizing attendee information, updating records, and preparing accurate participant lists for meetings or events. It aims to ensure reliable tracking of participation and facilitate smooth event management through systematic attendance documentation.

1. Purpose

To establish a standardized process for confirming attendance and preparing participant lists, ensuring accurate and efficient tracking for meetings or events.

2. Scope

This procedure applies to all staff responsible for managing participant registration, attendance verification, and documentation for events or meetings.

3. Responsibilities

- **Event Coordinator:** Oversees the end-to-end process, ensuring compliance with this SOP.
- **Registration Staff:** Collects and confirms attendee information, updates records, and compiles participant lists.
- **Record Keeper:** Maintains accurate and confidential records of participant attendance.

4. Procedure

1. **Pre-Event Preparation**
 - Collect event details, including date, time, venue, and target participant list.
 - Prepare an initial participant list using pre-registration data or previous event records.
 - Send invitations or registration confirmations to potential participants.
2. **Attendance Confirmation**
 - Request confirmation of attendance through email, phone, or an online registration system.
 - Track responses and update the participant list accordingly.
 - Send reminders to those who have not responded by the designated deadline.
3. **On-site/Virtual Attendance Verification**
 - Set up a registration desk or virtual check-in system on event day.
 - Verify participant identity upon arrival/joining (e.g., badge, ID, roll-call).
 - Record actual attendance and note any no-shows or walk-ins.
4. **Record Updating**
 - Update the participant list to reflect actual attendance post-event.
 - Cross-check with pre-event confirmations to reconcile differences.
 - Maintain all attendance records securely and confidentially.
5. **Reporting and Documentation**
 - Prepare a finalized participant list with attendance status (Attended/Absent).
 - Distribute the final list to relevant stakeholders as required.
 - Archive event attendance records according to organizational policy.

5. Documentation

- Pre-event registration forms
- Attendance sheets (physical or electronic)
- Final participant list
- Event attendance summary report

6. Sample Participant List Table

#	Name	Email/Contact	Pre-Registered	Confirmed	Attended	Remarks
1	Jane Doe	jane.doe@email.com	Yes	Yes	Yes	-
2	John Smith	john.smith@email.com	No	Yes	No	No Show

7. Revision History

Version	Date	Description	Author
1.0	2024-06-10	Initial SOP Creation	Event Team