Student Visit Sign-In Sheet

Collecting contact information is key to maintaining effective communication. While sign-in sheets appear simple to use, it is important to collect the right information, catalogue it immediately, and use it to follow up with attendees.

**An effective Student Visit Sign-In Sheet is:**

- ![Checkmark] Simple and easy to complete
- ![Checkmark] Utilized at every presentation to students

**An effective Student Visit Sign-In Sheet includes:**

- ![Checkmark] Ample space for student responses
- ![Checkmark] Contact method preferences appropriate for the student audience