U in the Driver Seat®

All-Stars Sign-In-Sheet: PLANNING HOURS

Campus name: _____

Event/Activity Name: _____

Date: _____

Event Start time: _____ Event End Time: _____

This section is for everyone who helped plan the event prior to the event itself. This may include planning meetings, time spent gathering items/materials for the event etc. Since pre-event planning may have taken place on multiple dates, please enter each date per person as one row (see example below)

Pre-Event Date	Start Time	End Time	PRINT NAME
2/13/2024	9am	10am	JOHN DOE

U in the Driver Seat®

All-Stars Sign-In-Sheet: EVENT DAY HOURS

Campus name: _____

Event/Activity Name: _____

Date: _____

Event Start time: _____ Event End Time: _____

This section is for everyone who helped during the event itself **(not attendees)** This may include executing activity, providing visitors to the booth/activity with information or materials promoting the message, placing posters/yard signs round the campus promoting the message, presenting sessions/workshops to peers etc.

Start Time	End Time	PRINT NAME