

# Meeting Participant Sign-In Sheet

## Instructions

The purpose of the Meeting Participant Sign-In Sheet is to ensure that audience members acknowledge that the meeting is being recorded and their images/voices may be recorded. Additional releases are unnecessary unless attendees become meeting participants, in which case completion of the Meeting Participant Release Form is required.

Note: This sign-in sheet should be posted on the meeting room door(s). Pens should also be provided for signatures.

Print extra pages as needed.



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## Meeting Participant Sign-In Sheet

This meeting is being videotaped [or audiotaped] for public distribution. The production will include video images [or audio recordings] of the audience. Anyone not wishing to appear in the production is hereby advised against attending this meeting. By entering the premises, you are granting permission to be included in the production for all purposes and in all media. If you agree to the statement above, please print and sign your name.

Thank you.

[Print Name of Meeting, Location, and Date Here]

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Print Name, then sign

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