

Rehearsal Sign-In Sheet

Instructions

Prepare the call sheet:

Write the production, date, location and call time at the top. Make a row for each expected person and leave room for an unlisted visitor or replacement.

Mark arrival clearly:

Ask each person to enter their own arrival time and initials. If someone is late or leaves early, note the actual time and a concise factual explanation only when needed.

Close out and store it:

At the end of the call, check for missing names and record departures if required. Keep attendance records private and follow your organization's retention and attendance procedures.

Production details

Production: _____

Rehearsal date: _____

Location: _____

Scheduled call / release: _____

Stage manager: _____

Do not use a public sign-in page for private attendance notes. Follow your organization's policy for recording and retaining attendance.

Cast / crew name	Role / department	Arrival time	Initials	Departure time (if tracked)	Factual note

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