Seminar Registration Summary Date: _____ Seminar Name_____

Seminar City_____ Speaker Name _____

1. Left Seminar Early. List who left the seminar early and at what the time.
2. On-Site Walk-ups (green sheet) or listed with an amount due on the on-site registration list.
3. Late Arrival (blue sheet) People who arrive after 9am.
4. Problem (pink sheet) People who say they are registered but we have no record of them.

CATEGORY	NAME	NUMBER	AMOUNT
"LEFT EARLY"	**Example: Marsha Brady - 11am**		
		N/A	N/A
		N/A	N/A
		N/A	N/A
"ON SITE" (Green Sheets)	**Example: Jacoby Learning Center - Simone Biles** (and any other helpful info:)		
"LATE ARRIVAL" (Blue Sheets)	**Example: Park A Tot – Robin Hood, Donald Duck** (and any other helpful info:)		
"PROBLEM" (Pink Sheets)	**Example: Butt Load of Kids – Duan Juan, Fred Krueger** (and any other helpful info:)		
		N/A	N/A
		N/A	N/A
		N/A	N/A
		N/A	N/A
		N/A	N/A
		N/A	N/A
		N/A	N/A
		N/A	N/A