First come, first served sign-up sheet

Spots go in the order names are written. When the numbered spots are full, the next name goes on the waitlist.

Details	Write here
Event or session	
Date and time	
Place	
Spots available	
Sign-ups open at (date and time)	
Organizer and how to reach them	

How this sheet works

1. Sign-ups start at the time written above. Names written before then do not count.
2. One person per line. Write your own name, in the next empty spot.
3. Spots go in order: the first name gets spot 1, the next gets spot 2, and so on.
4. All spots full? Write your name on the waitlist on the next page.
5. Can't make it after all? Tell the organizer, so the first person on the waitlist gets your spot.

Spots

Organizer: cross out any numbered lines beyond the spots you have before you open the sheet.

Spot	Name	Email or phone	Time signed	Initials
1				
2				
3				
4				
5				
6				
7				

Spot	Name	Email or phone	Time signed	Initials
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

Waitlist

Names here wait in order. When a spot opens, the organizer contacts W1 first, then W2, and so on.

Place	Name	Email or phone	Time signed	Contacted (date)	Result
W1					
W2					
W3					
W4					
W5					
W6					
W7					
W8					
W9					
W10					
W11					
W12					
W13					
W14					
W15					

For the organizer: handing on an open spot

Offer the spot to the first name on the waitlist that has no result yet. Write the date in "Contacted" and tell them when you need an answer.

Write the result: Took the spot, Passed or No reply. If they pass or do not answer by your date, offer the spot to the next name.

Following up is your own message: a call, a text or an email from you.

Taking names online instead? A form with a response limit closes itself when the spots are full. The guide: https://hornetforms.com/blog/first-come-first-serve-sign-up-form