

Is there a professional— yet discreet— sign-in sheet?

Question: “Any suggestions for a sign-in method in an open reception area? Currently, we're using a clipboard and a paper sign-in sheet but each person who signs in can see the names of earlier attendees.” — *Anonymous*

See Comments below

Elaine December 5, 2008 at 1:55 pm

Use a page of white address labels like Avery's 5160. Ask each person to sign in on one of the labels. As soon as they leave the reception area, peel off their label and put it on a page in your more permanent book. You could even type Name, Company, Date, Here to see or whatever information you need on the labels with lines for the visitor to fill in.

Jo December 2, 2008 at 4:06 pm

We have the receptionist write in the information that way the only person who sees it is the receptionist.

Jocelyn November 14, 2008 at 3:53 pm

ManyHats suggestion sounds like it would work, or just have the receptionist write the name on the list her/himself so the client checking in doesn't see the list at all.

Michele November 14, 2008 at 3:52 pm

Use labels, like for file folders. Each person signs in with their name, company they represent, time of their appt

Then you pull off the label as you check them in...you can use the label on documentation regarding the meeting or just toss it out.

anda November 14, 2008 at 3:43 pm

Similar to BL's suggestion, you can try either of the following, which create name tags for your guest, yet leave

discreet carbon copies of the information for your records: <http://www.idville.com/details.aspx?PNO=47578> ;
<http://www.idville.com/details.aspx?PNO=46763>

Hope this helps!

ManyHats November 14, 2008 at 3:32 pm

I have seen offices use a sheet of self adhesive labels. They leave the blank ones out to be signed, and then remove each one as it is used and put it on some other paper in a location (like a logbook) that only the receptionist or someone who actually requests it can see. A bit fussy and hands-on perhaps, but inexpensive and readily available.

B L November 14, 2008 at 3:19 pm

Check out <http://www.visitorpass2.com>. We use it our school. Makes an NCR copy and the copy does not “show thru” on the page.