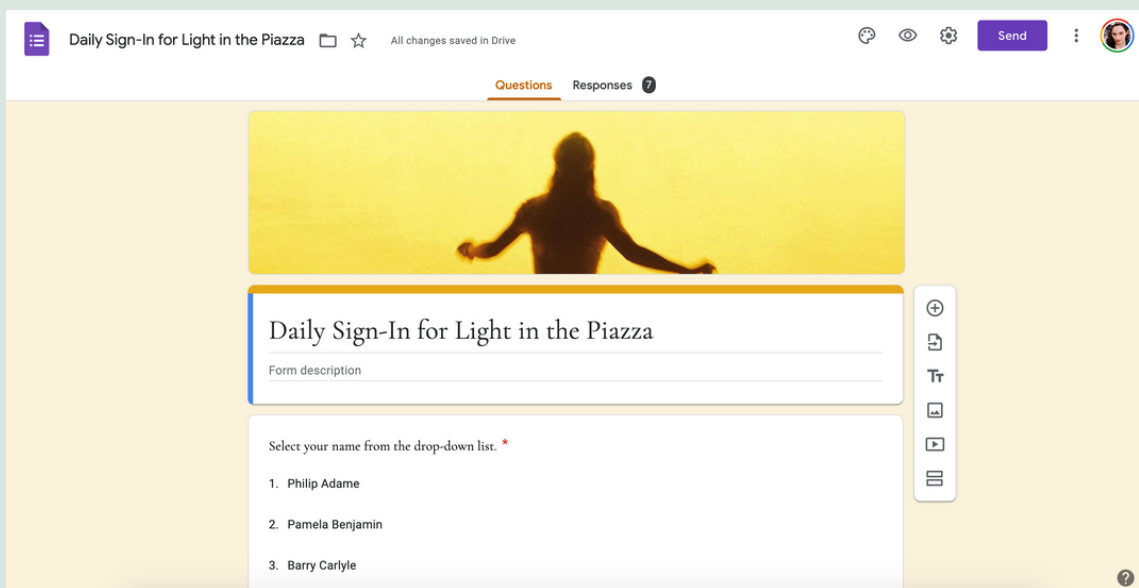


How to Create a PAPERLESS SIGN-IN SHEET for Theatrical Productions

01 Create a Google Form that includes a drop-down list of all your cast members.

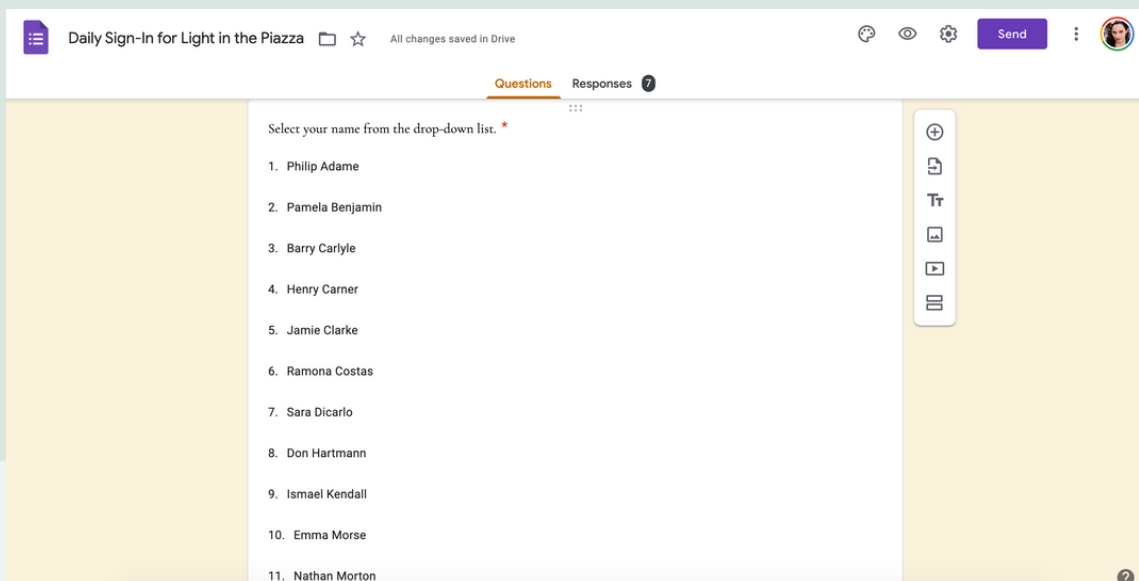


Daily Sign-In for Light in the Piazza

Form description

Select your name from the drop-down list. *

1. Philip Adame
2. Pamela Benjamin
3. Barry Carlyle



Daily Sign-In for Light in the Piazza

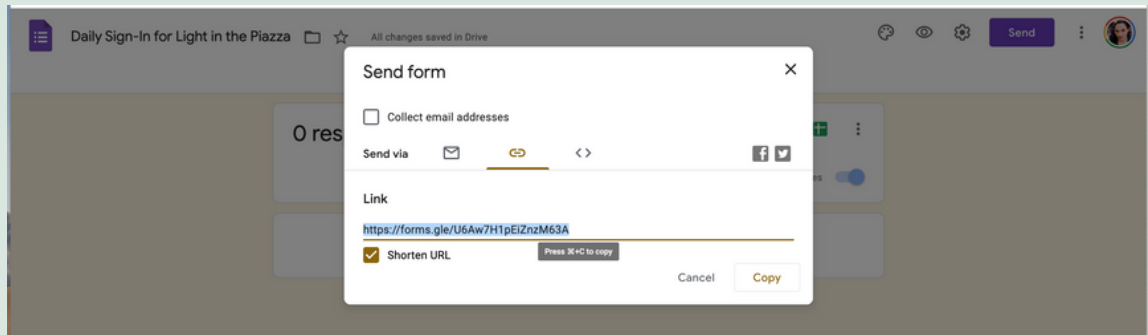
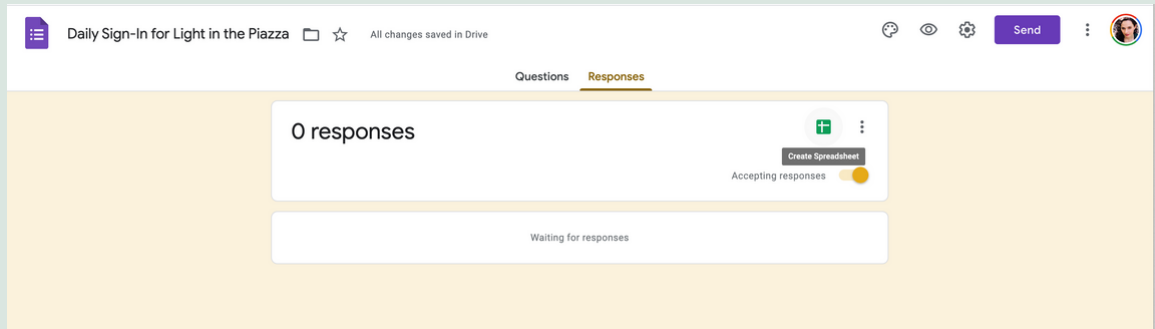
Form description

Select your name from the drop-down list. *

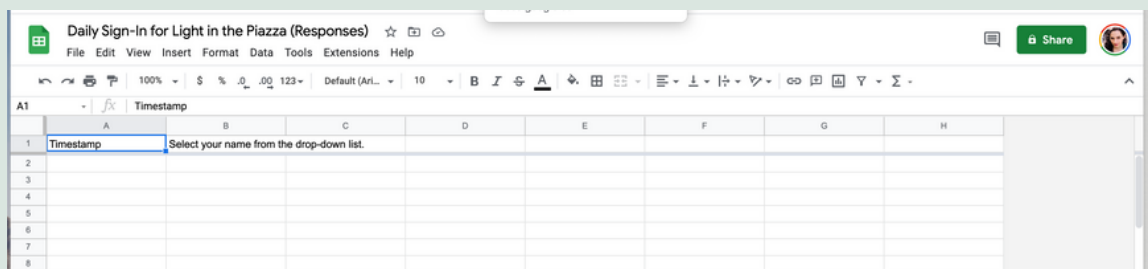
1. Philip Adame
2. Pamela Benjamin
3. Barry Carlyle
4. Henry Carner
5. Jamie Clarke
6. Ramona Costas
7. Sara Dicarfo
8. Don Hartmann
9. Ismael Kendall
10. Emma Morse
11. Nathan Morton

02

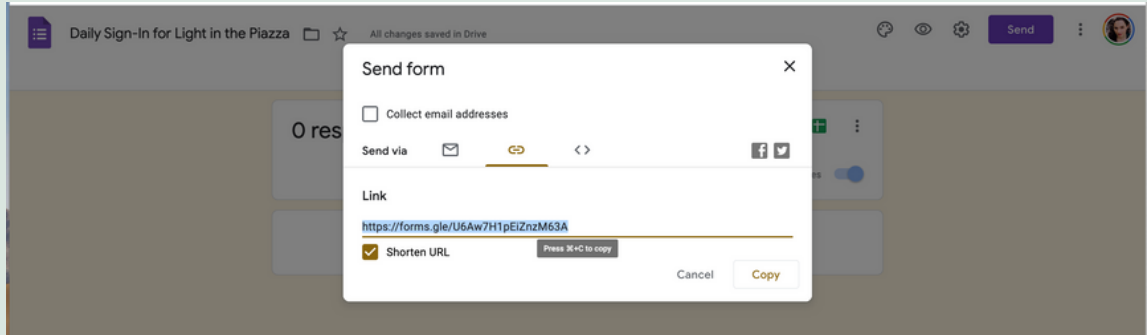
Click on the Responses tab > Create Spreadsheet > Create a new spreadsheet.



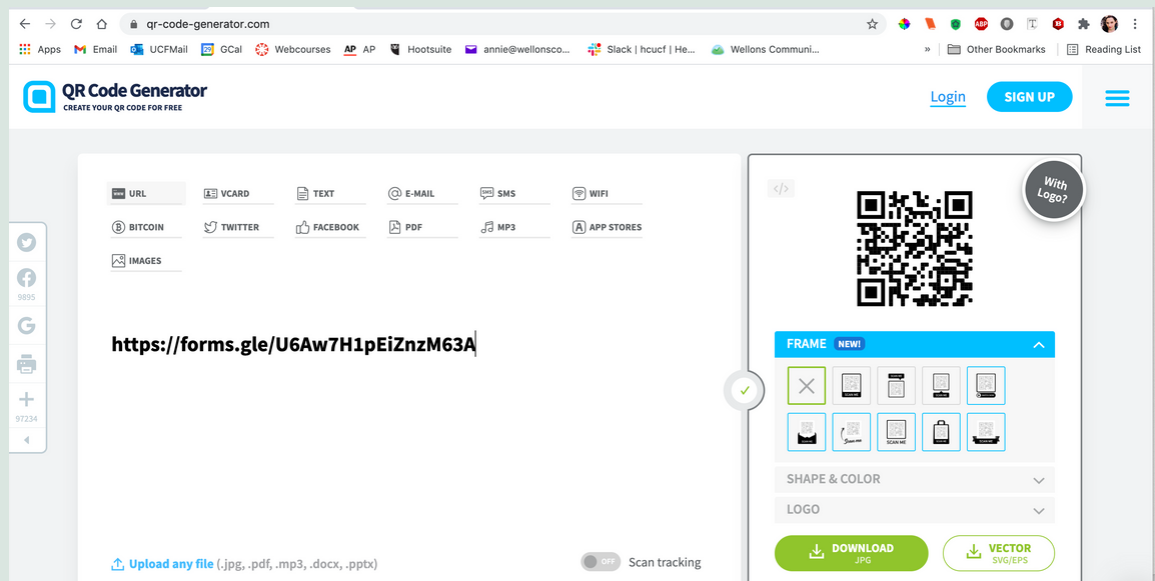
This will automatically export all sign-ins to a single Google Sheets document that will log both who signed in and give each response a date + timestamp.



03 Back on the forms page, click the Send button and copy the link sharing address.



04 Go to [QR Code Generator](#) (or any other free QR generator) and input this URL and the site will generate a QR code for you.

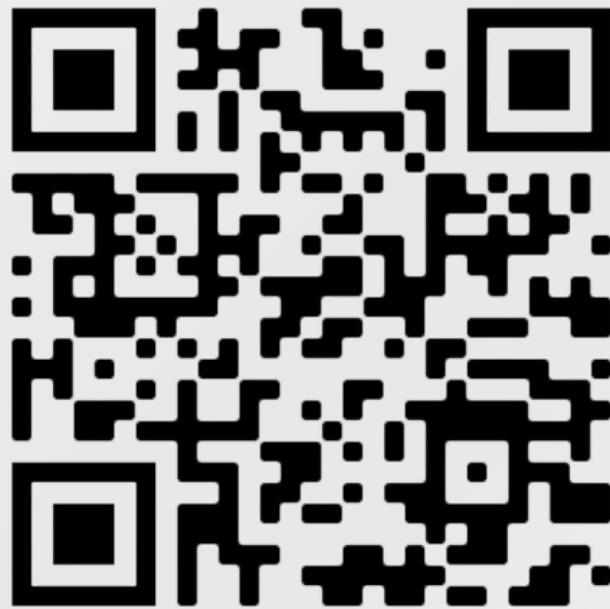


05 Click Download JPG and add the code to your new sign-in document and add it to your call board! (Sample sheet + results below)



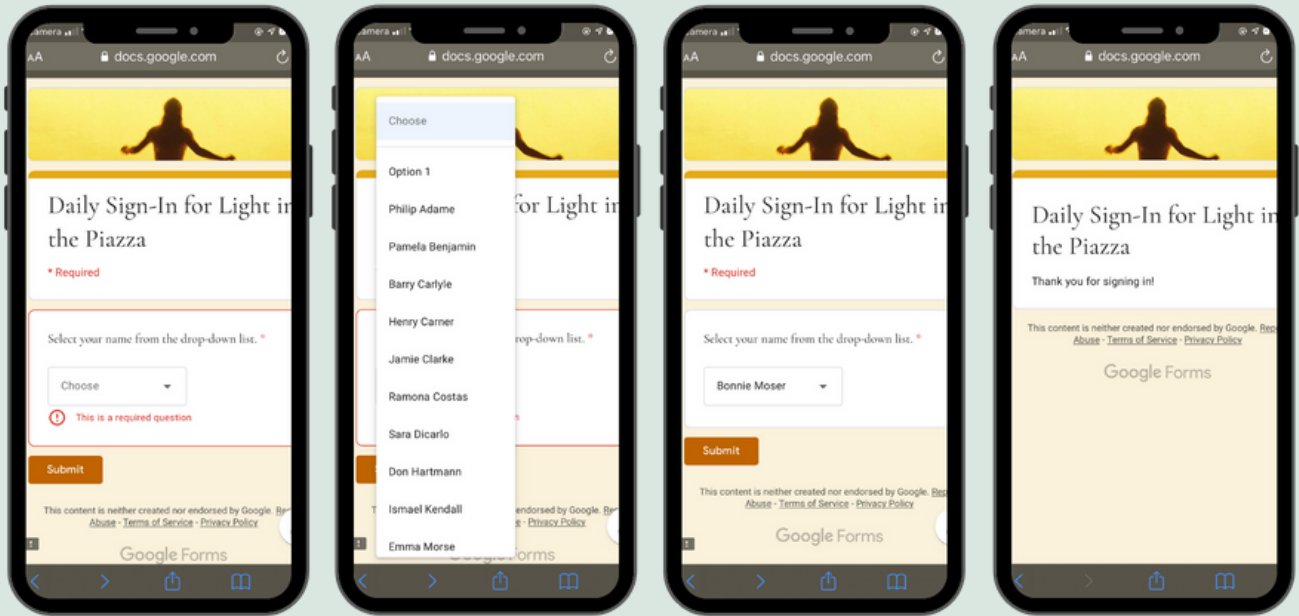
*the Light
in the
Piazza*

DAILY SIGN-IN

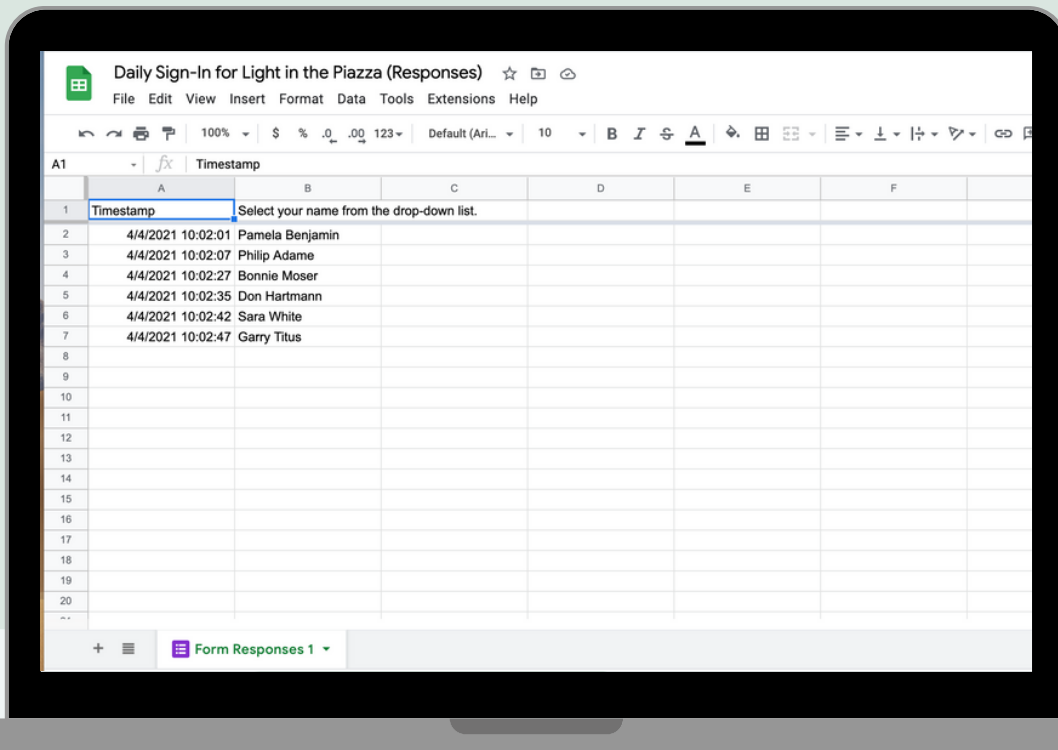


Scan Me!

What the cast sees:



What the SM sees:



How can I confirm actors are signing in only once they're physically at the theater?

There are a number of potential solutions here, including:

- Adding a file upload section to your Google Form and request a selfie in front of a sign showing the current date.
- A daily "codeword" or other prompt can be posted on the callboard which respondents will include in their submissions.
- This guide details a free solution to going paperless, but there are paid apps that have more advanced validation systems such as CheckIn and Calamari that may be worth looking into if this becomes an ongoing concern.

