COUNTER APP — TALLY & CLICKER · PRINTABLE SHEET

Event Headcount by Session

Room counts at fixed moments, so sessions can be compared

HOW TO USE

1. Agree on the counting moments before the doors open and use the same ones in every room.
2. Count heads in seats and standing; do not count speakers or crew. Write the counter's initials.
3. % full = peak ÷ capacity × 100. Use it to size rooms next time, not to judge speakers.

Event _____ Date _____

Venue _____ Coordinator _____

Session / title	Room	Start time	Capacity	At start	+15 min	Peak	At end	Walk-outs	Initials	Note
Total										

counterapp.online — the app version of this sheet. In the app, a tag per room with its own value lets one person count several rooms.

Guide: counterapp.online/articles/event-management/conference-attendee-tracking-counterapp/

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