

BUSINESS VIP GUEST CHECK-IN

Please complete this card upon arrival. This template is designed for physical printing and manual check-in verification.

1. Guest Information

Full Name (First & Last):	<input type="text"/>
Job Title / Designation:	<input type="text"/>
Company / Organization:	<input type="text"/>
Contact Number:	<input type="text"/>
Email Address:	<input type="text"/>

2. Visit & Host Details

Date of Visit:	<input type="text" value="DD / MM / YYYY"/>
Scheduled Arrival Time:	<input type="text" value="00:00 AM/PM"/>
Host Name (Internal Contact):	<input type="text"/>
Host Department:	<input type="text"/>
Purpose of Visit:	<input type="text"/>

3. VIP Preferences & Special Requirements

Dietary Restrictions / Allergies:	<input type="text"/>
Preferred Seating / Setup Requirements:	<input type="text"/>
Ground Transportation Requirements:	<input type="text"/>

4. Security & Administration (Office Use Only)

VIP Badge Issued Number:	<input type="text"/>
Wi-Fi Access Code Provided:	<input type="text"/>
Escort Name (If required):	<input type="text"/>

5. Verification Signatures

By signing below, the guest and host acknowledge that check-in protocols have been successfully completed.

VIP Guest Signature:	Date:
<input type="text" value="Sign within this box"/>	<input type="text" value="DD / MM / YYYY"/>
Receiving Officer / Host Signature:	Actual Check-In Time:
<input type="text" value="Sign within this box"/>	<input type="text" value="00:00 AM/PM"/>