**Annex 4. EU-GREW Event Participant List Template**

This template is designed to collect and document details of participants who attend events organized as part of the EU-GREW National Hubs initiative.

**1. Event Details**

* **Event Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Date of Event**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Duration**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Location**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Organizing School**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Teacher Responsible**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Participant Details**

| **#** | **Full Name** | **Role (Student/Teacher/External Stakeholder)** | **Signature** |
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**3. Total Participants**

* **Number of Students**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Number of Teachers**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Number of External Stakeholders**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions for Completion**

1. Ensure all participants sign the form during or after the event. (In case of students, do not collect personal data, only report the total number of students present – e.g., "25 students from Class 4A").
2. Collect accurate contact details for follow-up or reporting purposes.
3. Scan and Submit the completed participant list along with your event report (Annex 2 or 3), via email to your EU-GREW report contact.