Standard Operating Procedure (SOP) for Attendance Data for Events

Document Control

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Approved By: [Insert Name/Position]

1. Purpose (unedited)

This SOP outlines the procedures for compiling attendance data for upload into the "Post Event Survey" form.

2. Scope

This procedure applies to staff tasked with compiling and submitting event data for data analysis.

3. Responsibilities

Event Coordinator: Ensure attendance is recorded accurately throughout the event. Data Entry Personnel: Follow the specified fields and instructions for entering data correctly.

4. Procedure

Compile data into a spreadsheet file of your choice (csv or xlsx) using the table below.

4.1: File Upload Columns

Column	Description	Accepted Row Values
attendee type	Role of the attendee at the event	Common examples may include but not limited to: Speaker, Invited Guest, Legislator, Funders/Partners, Member (for program cohorts and task forces)
honorific	Title that precedes the full name	Examples may include: Representative, Commissioner, The Honorable, Chair, etc.

Column	Description	Accepted Row Values
first name	First name only, no middle names.	"Jane"
last name	last name only no middle names, please check quorum for how name is displayed.	"Doe"
title	Position title	"Program Director"
org	Organization name	"William and Flora Hewlett Foundation"
district	District of legislator: This field is optional. Examples should be confined to the district number alone. Please remove extraneous descriptors such as "District", "HD - ", etc.	"2" "2B"
state	Optional Field: If event is only one state this can be filled in or left blank. Examples include SLR events. Should only be the state intials, not the full name of the state.	"NC", "AZ"

5. Data Cleaning

- Review the entered data for accuracy.
- Remove THI staff from data upload.

6. Storing Data (unedited)

The data analyst will be responsible for retriving data file and storing in database for future refernce and integration into systems. Once submitted, data analyst will perform necessary data cleaning and integration into the system.

7. Review and Revisions (unedited)

This SOP should be reviewed annually or as needed to incorporate improvements or changes in technology. End of SOP