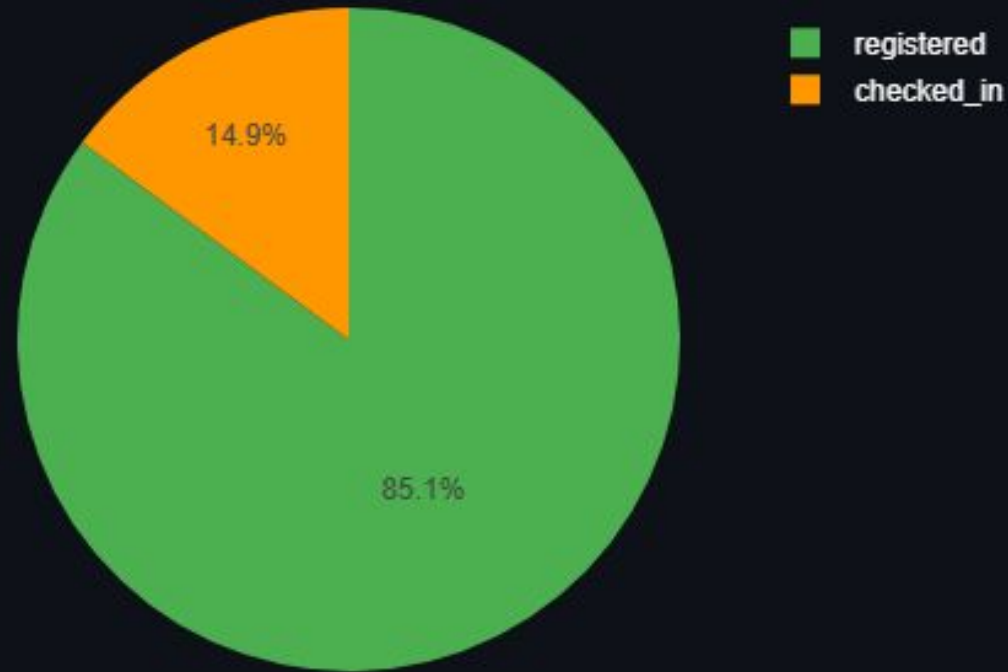




# Event Overview & Attendance Summary

Lagos Worship Court (by Victor Thompson)

## Registration Status



## Event Attendance Summary:

- Total Registered Participants: **2,090**
- Total Recorded Check-ins: **311**
- Attendance Rate: **14.9%**

## Key Insight:

While the event itself was impactful and successful, the attendance numbers recorded did not fully reflect actual turnout, indicating gaps in the registration and check-in process.

# Observations & Data Gaps Identified

## 1. Workers & Team Members Not Captured

- Most volunteers, music team, sound, and technical staff were not registered or checked in.
- These individuals were physically present but not included in the attendance data.

## 2. Front Desk Check-in Process

- Inconsistent check-in process at the front desk.
- Some attendees were not properly checked in, requiring manual intervention.
- This introduces data accuracy concerns.

## 3. Unregistered Access

- VIPs, special guests, and some participants were allowed entry without registration or check-in.
- Their attendance was therefore excluded from final numbers.

**Conclusion:** Actual attendance was significantly higher than reported, but limitations in the process affected the accuracy of the data.

# Solutions & Recommendations

## 1. Pre-Event Check-in for Workers

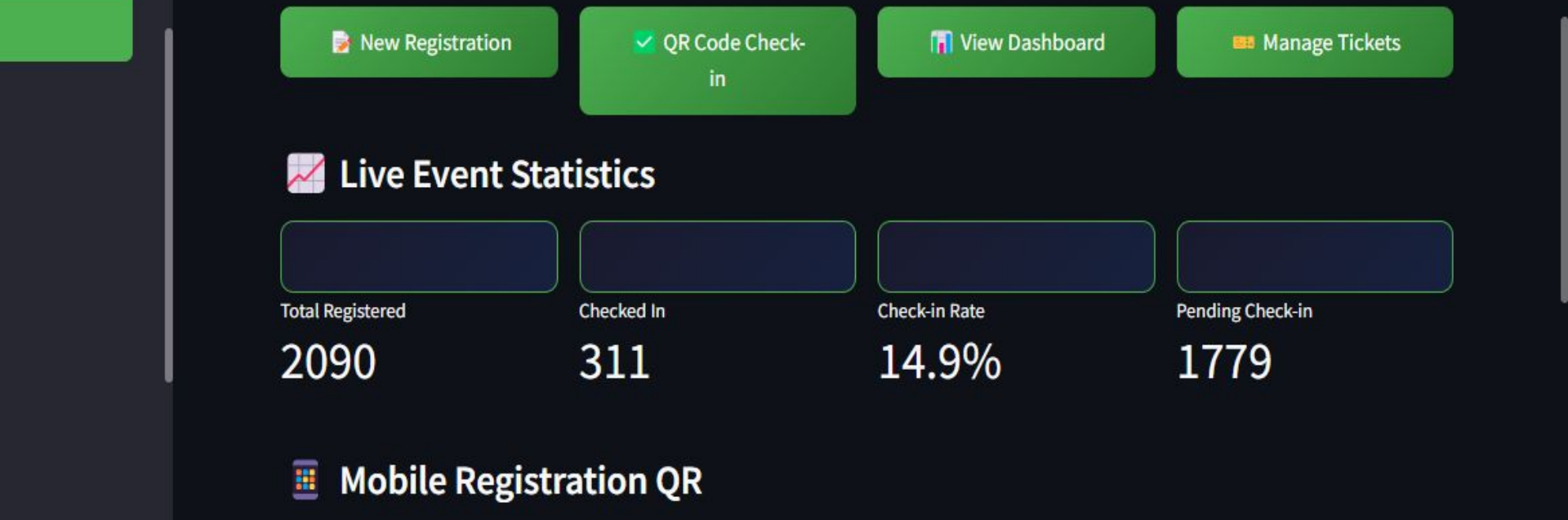
- All staff, volunteers, and technical teams should be checked in at least 1 hour before the event starts.
- This ensures workers are included in attendance data.

## 2. System Improvements (Automation)

- Enable on-site registration for unregistered attendees via QR scan.
- Automate check-ins fully to reduce:
  - Manual errors
  - Delays
  - Dependence on front desk judgment*(System modification to be handled by me)*

## 3. Separate VIP & Special Guest Check-in

- Create a dedicated registration/check-in flow for VIPs and special guests.
- Ensure they are checked in before entry into the hall so their presence is counted.



## Expected Outcome:

- More accurate attendance data
- Faster entry process
- Clear distinction between participant categories
- Better post-event reporting and planning