



Nā Leo TV
Community Access Television

External Client Visitor List

All certified Producers bringing guests to the studio and/or facility must fill out this form. **All non-certified visitors to NLTV must be on this list as well as sign-in at the lobby before entering the building.** Please fill out as soon as possible before your appointment and let staff know if you need to make changes to the guest list. Use more than one form if necessary to account for your guests.

Producer Name: _____

Date of Reservation: _____ **Time of Reservation:** _____

1. Guest Name : _____

2. Guest Name: _____

3. Guest Name: _____

4. Guest Name: _____

5. Guest Name: _____

6. Guest Name: _____

7. Guest Name: _____

8. Guest Name: _____

9. Guest Name: _____

10. Guest Name: _____

11. Guest Name: _____

11. Guest Name: _____

12. Guest Name: _____

OFFICE USE ONLY

Date Received : _____ Date Amended (if applicable): _____

Staff Signature: _____