

Autograph planning worksheet

One row per guest activity. Print or fill in; keep your notes with your confirmations.

Event / edition

Policies checked on

Venue / city

Official policy / schedule URL

Access purchase Badge / admission; valid day	Activity purchase Guest; autograph / photo; quantity	Required item Item category; restrictions; extras	Confirmed day / time Date; timezone; slot / check-in

Before checkout

- ☐ Admission covers each session's day and location.
- ☐ Guest, item category, quantity and extras checked.
- ☐ Total checkout cost and cancellation terms reviewed.
- ☐ Official schedule rechecked before travel.

Questions, restrictions or details not yet announced

Planning aid only - not a ticket or reservation. Record unknown details as 'not announced'.
Keep personal notes local. This worksheet has no submit action.