



Fall Planning Meeting Checklist

(Non-Athletic)

Please review the following agenda for our upcoming Fall Planning Meeting and have the following information prepared to discuss on our call. I'm looking forward to speaking with you!

2021 End of Year Review

- What events were ticketed (performing arts, homecoming, student activities, graduation. etc.)?

- What has worked well in the past? Are there any areas you would like to improve or change?

Fall Schedule of Events

Performing Arts

Please list plays, concerts, talent shows, show choir performances, etc. that will be ticketed.

(continued on next page)



Fall Planning Meeting Checklist (continued)

(Non-Athletic)

Dances and Student Activities

Please list ticketed student events (Homecoming, spirit events, etc.)

Other Fall Events

Please list any additional events you would like to ticket or explore your options with HomeTown's platform (fundraising events, apparel sales, tournaments, etc.)

- Point of Sale Equipment** – *see attached file*
- Refund Policy for 2022**

(continued on next page)



Fall Planning Meeting Checklist (continued)

(Non-Athletic)

Update Contact Information

(Please complete all sections that apply to your fall event needs)

- **Performing Arts Contact**

Name

Email

Phone

- **Student Activities Contact**

Name

Email

Phone

- **PTO Contact**

Name

Email

Phone

- **Booster Club Contact**

Name

Email

Phone

Box Office Updates – *time permitting*