



Fall Planning Meeting Checklist

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

2021 End of Year Review

- What events were ticketed (athletics, performing arts, student activities, etc.)?
- What has worked well in the past? Are there any areas you would like to improve or change?

Season Ticket Renewals

- Season Tickets vs. Season Passes – *see attached file*
- New seat map(s) or updates needed to current seat map(s)
- Data for Season Ticket Holders – *see attached file*
- Timelines for Season Ticket/Pass Sales

Renewals

Trade days

On-sale

First game

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Fall Planning Meeting Checklist (continued)

Season Passes for Fall Sports

- Fall Sports Schedules – *please be prepared to provide the schedule files*
- Season Tickets vs. Season Passes – *see attached file*
- List team(s)/sport(s) that require a season pass

- Timelines for Season Pass Sales

On-Sale Date

First game

Point of Sale Equipment – *see attached file*

Refund Policy for 2022

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Fall Planning Meeting Checklist (continued)

Update Contact Information

- **Athletic Administrator**

Name

Email

Phone

- **Athletic Director**

Name

Email

Phone

- **Assistant Athletic Director**

Name

Email

Phone

- **Facilities Contact**

Name

Email

Phone

Box Office Updates – *time permitting*