



Grad Night Boosters  
18627 Brookhurst Street  
Box 120  
Fountain Valley, CA 92708

Job Title: Tickets and Registration

#### Description of Duties:

1. Attend all Grad Night Executive and Extended Board Meetings.
2. Be a part of the budget planning on how much to charge for the Event.
3. Work with the President and Treasurer on timing of the Sales.
4. Work with Omella online ticket tool to be sure all information is updated prior going live to the students.
5. Be sure that all graphics are with Webmaster for the Pricing and the information.
6. Update the forms for the signatures of the parents.
7. Keep track of the ticket sales and advise the board at the meetings.
8. Write up announcements for the school about the ticket sales.
9. Choose 1 day to sell on campus.
10. Work with Administration of the school on the setting up of the 1 day in person ticket sales.
11. Get the list of the Senior Class to be sure to design the labels.
12. Work with the District for all print jobs for the Announcement Flyer, the Consent Forms, the poker chip, and the Labels.
13. Mail out the Flyers for the Ticket Sales information.
14. Continue to work with the Treasurer when monies come in for the ticket sales.
15. Check the PO Box for any mail ins as well as the Grad Night Box for any drop offs to the front office.
16. Purchase the lanyards.
17. Stuff the Lanyards with the student's name, the poker chip, and the itinerary of the event.
18. Work with the Webmaster on uploading the list of student's names that bought tickets prior to the event.

19. Shut down Omella after Senior Clearance Day to be able to only sell tickets at the Event Door.
20. Get an updated list from Administration on whom did not Graduate and hold onto this list – due to no student that did not graduate can come to Grad Night.
21. Night of the Event – be sure to be set with volunteers to check in the students.
22. Work with Security on closing the door at the proposed time. Typically, 9:30pm.
23. Call all parents of No-Show students and let them know.
24. Work with the Treasurer on any refunds that may need to be refunded.
25. Bring all monies from sales at the door to the Treasurer.
26. Turn the student list as well as the forms to the President for security purposes.

### Time of Service Dedication:

1. Attending Meetings.
2. All year be sure to monitor the sales and update the Administration on Ticket Sales
3. Work with the Treasurer and President on the update of the Ticket Sales.
4. Night of the Event – check in usually from 7:30pm – 11pm to wrap up the ticket sales from the night.