

McKENZIE PTA TICKET POLICY

General Guidelines:

1. **Purchasing Tickets** – After a ticket has been purchased, it becomes the property of the buyer who may do the following: (a) use it for the intended event, (b) give it to another, (c) sell it to another at face value, or (d) donate the ticket to the event's Committee Chair to be resold to the next person on the waiting list.

Note: With respect to (d) above, the monies a Committee receives for the additional sale should be submitted (and labeled as such) to the PTA Treasurer for record keeping purposes and thus not be re-circulated into the Committee's general operating budget.

2. **Ticket Returns/Refunds** – All ticket sales are considered final and non-refundable unless otherwise specified by the Committee Chair *prior* to the time of purchase. (Note: It is also preferable to have this information stated directly on the ticket.)

3. **Location of Ticket Sales** – Tickets for an upcoming PTA event need to be made available to everyone at a designated time. For example, tickets can be sold in the school lobby on predetermined dates/times or through order forms disseminated throughout Backpack Express. After the initial tickets have gone on sale, remaining available tickets may be sold at any other PTA event. Initial ticket purchases to PTA events should *not* be contingent on the buyer attending a separate PTA event to access to the ticket sale.

4. **Adjusting Ticket Prices** – If a Committee Chair or Committee wants to change the price of a ticket from the previous year, a *Ticket Price Adjustment Form* (see next page) should be completed and submitted to the PTA President for Executive Board review and approval.

TICKET PRICE ADJUSTMENT FORM

Should you or your committee like to change your PTA event's ticket price from the previous year, please complete the form below and submit to the PTA President for Executive Board review.

1. Name of Event: _____

2. Current Ticket Price: _____

3. How long has the ticket been at the current price? _____

4. What is the proposed price change? _____

5. What is the reason for the price change? _____

Additional comments: _____

Submitted by: _____

Date: _____

For Executive Board Use only

Approved or Not Approved