



SCHOOL DISTRICT RESOURCE

Pre-season game day checklist



READY, SET, GAME DAY!

Pre-season checklist

Before the gates open for the first time, use this checklist to make sure your team, technology, and game-day processes are ready to go.



Planning and operations

- ☐ Review last season's wins, challenges, and lessons learned
- ☐ Finalize your game-day processes
- ☐ Assign staff and volunteer responsibilities
- ☐ Create a clear game-day communication plan
- ☐ Make sure everyone knows who to contact for support



Ticketing and payments

- ☐ Set up events and online ticket sales
- ☐ Promote advance ticket purchases
- ☐ Share ticket links with families
- ☐ Test point-of-sale devices
- ☐ Establish processes for concessions and other payments



Staff and technology

- ☐ Confirm staff accounts and system access
- ☐ Train staff on ticket sales and attendee check-in
- ☐ Test venue Wi-Fi and connectivity
- ☐ Fully charge phones, tablets, and card readers
- ☐ Confirm backup devices or payment options are available

Finance and reporting

- ☐ Confirm financial reporting access
- ☐ Review how ticket and payment revenue will be tracked
- ☐ Make sure staff understand reconciliation procedures
- ☐ Confirm who will review event revenue after each game

Final check before the whistle blows

- ☐ Devices charged
- ☐ Staff logged in
- ☐ Wi-Fi tested
- ☐ Tickets live
- ☐ Gate team trained
- ☐ Payment tools ready
- ☐ Support info shared

A few minutes of preparation can make a big difference once the crowds arrive.

Get your team ready early so you can spend less time troubleshooting—and more time cheering on your school. To learn more about how Givebacks can help get you game day ready, [click here](#).