

Tate High School

Dance - Homecoming, Prom Standard Operating Procedures (SOP) - External



Purpose and Rationale

This SOP outlines the rules, responsibilities, and procedures for the sale and management of Tate dance tickets to ensure fairness, compliance with capacity limits, and a safe event for all students.

Ticket Sales Process

1. First Come, First Served

- Tickets will be sold on a first-come, first-purchase basis. Ticket sales can end early due to tickets selling out.
- No reservations, holds, or pre-orders will be accepted.

2. Maximum Capacity

- Each dance will have a designated maximum capacity.
- Once capacity is reached and all tickets are sold, **no additional tickets will be made available.**

3. Ticket Numbering & Tracking

- All tickets will be pre-numbered for accountability.
- Each ticket number will be recorded and attached to the student purchaser's name in the ticket log.

4. Non-Refundable Policy

- All ticket sales are **final**.
- No refunds will be issued under any circumstances.

5. Non-Transferable Tickets

- Tickets cannot be resold, transferred, or exchanged between students.
- Each ticket is tied to the original purchaser's student record.

6. Homecoming and Prom

- Homecoming is open to 9-12th grade Tate students and their dates.
- Prom is open to 11th and 12th grade Tate students and their dates.
- Students who are not Tate HS Students must have a date request form completed and approved before tickets can be purchased.
 - i. All guests must be under 20 years old to attend the dance.

Identification & Admission Requirements

1. Student Name Matching

- Each ticket will be associated with a student's legal name at the time of purchase.
- Upon arrival, the ticket holder's name must match both the ticket record and their school issued photo ID or driver's license .

2. Photo Identification Requirement

- All students and guests must present a **valid photo ID** at the door.
- Acceptable IDs include a school-issued student ID or government-issued identification. Students without an ID must obtain one from their school office or local DMV before the dance.

3. Denied Admission

- Students/guests who fail to provide valid identification, or whose ticket does not match their ID, will **not be admitted** to the dance. **No exceptions will be made.**

Communication

- Students and families will not be reminded that **tickets are limited, non-refundable, non-transferable, and require photo ID for admission.** This will be published at the sale point for each dance.

Dance Rules

- The school reserves the right to cancel the dance at any time.
- All students attending the dance must adhere to the **Code of Student Conduct**.
- The principal or their designee reserves the right to remove any student from the dance for misconduct.
- The principal or their designee reserves the right to deny entry to any individual.
- No refund will be given to students who are denied entry, or removed from the dance due to not following the school rules.
- Only small clutches, no larger than 4" x 6", will be allowed. Larger bags will not be permitted.
- All students and their belongings are subject to search upon entry or at any time during the dance.
- No outside food, drinks, or containers will be allowed inside the dance venue.
- Each student will be given a wristband upon entrance that must be worn at all times during the event.