

Homecoming Planning Checklist for ASB Advisers

djillusion.com/guides/printable-homecoming-planning-checklist - Updated August 2026

SCHOOL

HOMECOMING DATE

VENUE NAME

ASB ADVISER

TICKET PRICE

BUDGET CEILING

6 to 12 months out

OWNER

- ☐ Budget ceiling set from the ASB budget approved by the ASB governing body and the district
 - ☐ Bookkeeper confirms the funds are actually available in the ASB account
- ☐ Homecoming date confirmed against the athletic and district calendars
- ☐ Venue reserved and written confirmation received
- ☐ DJ and entertainment booked, contract signed
- ☐ Add-ons decided: photo booth, uplighting, etc.

First week of school

- ☐ Committee seated, leads named: budget, publicity, decor, tickets, chaperones, vendor contact
- ☐ Budget worksheet opened with all line items
- ☐ ASB approval placed on a meeting agenda

8 weeks out

- ☐ Theme locked and checked against venue and budget
- ☐ Break-even attendance calculated from fixed cost, ticket price, and per-head cost
- ☐ Ticket price set from the budget, not from last year
- ☐ Fee waiver process confirmed with the bookkeeper, automatic and identical to a standard purchase
- ☐ Refund policy confirmed with the bookkeeper and published on the ticket page
- ☐ Purchase order issued against the signed statement of work
- ☐ Certificates of insurance requested from every outside vendor
- ☐ Background screening confirmed for all vendor staff

6 weeks out

- ☐ Decorations and supplies ordered
- ☐ Custodial and facilities coverage confirmed in writing
- ☐ Haze and smoke detector policy confirmed in writing
- ☐ Occupant load and crowd manager requirement confirmed with facilities, in writing
- ☐ Security requirement confirmed with administration

4 weeks out

- ☐ Ticket sales open

- ☐ Publicity live: announcements, posters, student social posts
- ☐ Chaperone recruitment started by name
- ☐ Guest permission form process published

3 weeks out

- ☐ Chaperone roster confirmed in writing
- ☐ Song request questionnaire sent to students
- ☐ Do-not-play list finalized with administration and sent to the DJ
- ☐ Guest forms collected and verified

2 weeks out

- ☐ Venue walked with facilities and relevant vendors
- ☐ Load-in route, parking, and power circuits confirmed
- ☐ Vendor arrival times confirmed in writing
- ☐ Vendor point of contact named and introduced
- ☐ Accessibility plan confirmed: entry route, quiet area, lighting effects

Week of

- ☐ Ticket sales closed, entry list built
- ☐ Run of show printed with a name on every line
- ☐ Chaperone zones assigned by hour
- ☐ Lanyards or staff shirts ready

Day of

- ☐ Vendor load-in 1 to 3 hours before doors
- ☐ Chaperone briefing held 30 minutes before doors
- ☐ Ticket table staffed, IDs and guest passes checked
- ☐ Photo booth last call announced 30 minutes before it closes
- ☐ Teardown and lockup owners confirmed

Monday after

- ☐ Tickets sold reconciled to cash collected and deposited intact
- ☐ Budget reconciled, actual attendance recorded
- ☐ One page written on what broke
- ☐ File handed to next year's committee