**Policy Check List**

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| **Policy** | **Yes/No** |
| Registration Process |  |
| Access (shop permissions) |  |
| Business Use |  |
| Personal Use |  |
| Unknown Attendees |  |
| Unknown Guests |  |
| Proxies |  |
| Ticket Requesting (shop permissions) |  |
| Business Use |  |
| Personal Use |  |
| Target Attendee Profiles |  |
| Unknown Attendees |  |
| Unknown Guests |  |
| Proxies |  |
| Approval Process (Methodology) |  |
| Wait List |  |
| Notifications |  |
| Ticket Delivery and Timing |  |
| Suite Host Role |  |
| Conduct |  |
| Overflow Suite Tickets (SRO) |  |
| Catering - Menu (pre-set, al a carte) |  |
| Catering - Beverages (par bar) |  |
| Catering - Ordering |  |
| Secondary Market Purchasing |  |
| Personal Use |  |
| Employee/Guest Ratios |  |
| Attendance Policy |  |
| Ticket Returns |  |
| Cancelled Events |  |
| Lost or Stolen Tickets |  |