

BANQUET TEAM

WHAT IS THE KICK-OFF BANQUET?

The GO TELL Crusade Kick-off Banquet has a three-fold purpose.

- First, the banquet is designed to cast a vision before the people of what God can and will do in their community. This event will *"kick off"* the process of orchestrating an area-wide Crusade over the coming months.
 - **Rick Gage** will bring a motivational message that will challenge people to support the Crusade effort through praying, serving on various teams and giving financially.
 - Occasionally, a leader from a previous Crusade town will participate and give testimony of the great things God did in their community.
- Secondly, those in attendance will be encouraged to **unite with Crusade leadership** by signing up to serve on the various Crusade Preparation Teams. A Crusade of this magnitude is dependent on **committed Christians** who are willing to obligate themselves to the many weeks and hours of preparation needed.
- Last, but not least, an opportunity will be given for everyone to **support the Crusade effort financially**. An appeal will be made for individuals, couples and businesses, etc. to give a contribution or make a pledge to support the Crusade Budget.

WHAT DOES THE BANQUET TEAM DO?

- The purpose of the Banquet Team is to arrange and promote a GO TELL Crusade Kick-off Banquet. This short-term team serves until the banquet is over. Banquet Team members may serve in other key positions during the Crusade.
- The major responsibility of this team is to promote attendance for the banquet.
- Assist with the various arrangements and duties that are required.
- Select a banquet location that will accommodate the anticipated attendance and provide for all-needed physical arrangements (including equipment needed for media presentations).
- Negotiate with a caterer and select a menu. Select a menu suitable for a large crowd which can be served quickly (30 minutes or less) through family-style or multiple buffet lines.

- Recruit a minimum of 10 ushers to distribute and collect materials/pledge envelopes at the conclusion of the banquet. Baskets/containers may be placed on each table for this purpose.
- Coordinate with the Crusade Publicity Chairman for the advertisement and promotion of the banquet. (See Banquet Materials and Ticket Captain Information following this section).

Banquet Facility Location

- **Select a location that can accommodate the anticipated attendance (depending on the size of the community and the number of churches participating, a goal of 500 to 1,000 is desirable) and the needed arrangements.**
- **The banquet location should be a neutral location, if possible, to avoid any particular denominational ties.**
- **Obtain a contract to guarantee the availability of the facility. GO TELL personnel must sign the contract and secure any required insurance certificates. Community centers, country clubs, civic centers, schools or hotels are excellent options. Points to consider when selecting a banquet facility:**
 - Does the location have a food service provider? If not, a caterer will be needed.
 - Does the location have kitchen facilities available? If not, be sure your caterer is aware of this; so they can plan accordingly.
 - Does the facility have adequate tables and chairs to accommodate the anticipated attendance and buffet/serving lines? If not, arrangements will need to be made to borrow or rent them.
 - Does the facility have a stage or platform? If not, arrangements will need to be made to have one available.

Audio-Visual Equipment

- Make arrangements for a professional sound system and technician.
- The sound system should include a quality means for background music that may be provided during the event and the technology to show a video on a screen during the banquet.

Platform

A stage or platform with a speaker's podium is needed.

Tables and Chairs

Round tables are preferable if available and if there is sufficient floor space to accommodate the seating requirements. Rectangular tables, placed end to end, generally will provide more seating in a limited space. Whatever type of tables are used, be sure the platform and screen are clearly visible by all. Visibility is more important than the type of tables used. ***You also may choose to sell sponsorship tables (round tables sitting 8 to 10 people).***

Decorations

Decorations do not need to be elaborate or costly. Simple but elegant should be the goal in the use of tablecloths, skirting for the platform and serving lines, table arrangements, plants, etc.

Avoid placing anything on the table that is taller than 6 to 8 inches or that will obstruct a person's view. Also keep in mind that banquet materials (pledge envelopes, team enlistment cards, programs, etc.) will be placed on the tables in addition to any type of arrangements or decorations. A basket or container is recommended to be used for collecting pledge envelopes and other materials.

Banquet Materials

- **Banquet materials** are printed specifically for each Crusade (i.e., tickets, posters, bulletin inserts, team enlistment cards, pledge envelopes, banquet program, etc). Therefore, you should provide the **GO TELL Crusade Team** with the necessary information indicated below – as soon as they are available – to ensure timely printing and delivery of the materials:
 - Crusade name
 - Banquet location - name and address
 - Banquet date and time
 - Ticket price, etc.
 - Name and address of where the banquet materials need to be shipped
- **Tickets** – Tickets will be distributed at the **Ticket Captain Training** and should be ordered through the GO TELL Office at least four weeks before the training session. The ticket price should cover as much of the banquet cost as possible but **should not** exceed \$15 per person or \$25 per couple. The average cost of a banquet ticket is \$10 to \$15.
- **Posters** – Posters publicizing the banquet will be distributed at the **Ticket Captain Training** and should be ordered at least four weeks before your training session. They should be prominently displayed in local businesses as well as the local churches three to four weeks before the banquet.
- **Bulletin Inserts** – Bulletin inserts are available to order through the GO TELL Office to publicize the banquet within the participating churches the two Sundays prior to the Banquet date. Again, these inserts should be distributed at the **Ticket Captain Training**.

- ***More Than a Game Books*** – Since most of the people attending the banquet may not know Rick Gage, providing each person or family with his autobiography will help them become familiar with him and his ministry. The quantity of books needed should be the number of people anticipated at the banquet. Books should be placed at each place setting before the banquet.

Duties & Responsibilities of Ticket Captains

Ticket Captains – These individuals are selected by the pastor of each church to sell banquet tickets.

- Schedule time to introduce the Crusade Banquet to your church, and sell tickets at appropriate locations and times. Introduce Ticket Captains to your congregation.
- Place announcements of banquet information in your church bulletin.
- Display banquet posters in prominent locations within your church facility.
- Distribute any publicity material provided by the **Banquet Committee**.
- Sell as many tickets as possible to the **Crusade Banquet**. Recruit key leaders in your church and community to attend (i.e., deacons, Sunday school leaders, Christian business leaders, etc.). **The purpose is not to just sell a ticket; you want to ensure attendance.**
- Set up areas in local churches for ticket information and distribution.
- Move outside the church with ticket sales – friends, family, civic groups, news media, teachers, political and business leaders, public safety officials, etc.
- Keep a record of the name, address and telephone number of each ticket sold on the **Ticket Sales Record**.
- Confirm the reservation with those who bought tickets three to five days before the banquet. If anyone says they cannot come, encourage them to give the tickets to someone who will attend. **Remember the purpose is to fill the seat with a warm body that will catch the Crusade vision and make a commitment to be involved.**
- Turn in all money and remaining tickets by the appointed deadline to the Banquet Chairman/Finance Team.

THINK BIG!



P.O. Box 2138
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 info@gotellministries.com

Church: _____
 Ticket Captain: _____ # Tickets Assigned: _____

Ticket Sales Record

| # of Tickets | Name | Address | Phone | Email Address | Total \$ Collected | Confirmed Attendance |
|--------------|------|---------|-------|---------------|--------------------|----------------------|
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| TOTAL | | | | | | |

Total tickets sold _____ x Ticket price \$ _____ = Total Collected \$ _____

It is the Ticket Captain's **RESPONSIBILITY** to follow-up with **EVERYONE** they have sold a ticket to **CONFIRM** their attendance!
 Keep a copy of this form to do your follow-up and turn a copy in to the Banquet Chairman with money and remaining tickets.