

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!



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

Ticket Sales Record

# of Tickets	Name	Address	Phone	Email Address	Total \$ Collected	Confirmed Attendance
Total tickets sold _____ x Ticket price \$ _____ = Total Collected \$ _____					TOTAL	

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.