



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.