

LUMINARY CHECKLIST

THIS FORM IS TO BE COMPLETED BY EACH TEAM CAPTAIN OR CO-CAPTAIN AND ATTACHED TO THE LUMINARY FORMS THAT ARE TURNED IN AT EACH MEETING

TEAM NAME _____

TEAM CAPTAIN _____

TEAM CO-CAPTAIN _____

As Team Captain or Co-Captain of the above named team, I have placed my initials by each of the following items I have verified.

_____ There is only 1 name per bag

_____ There is \$10.00 for each luminary purchased

_____ All names are correctly spelled

_____ All names are written clearly so the luminary committee can easily read each name

_____ My team name has been written on each form

_____ Date turned in to team captain has been filled in on each form

_____ The name, address and phone number of person purchasing the luminaries is filled in on each form

_____ Total luminaries purchased is filled in on each form

_____ Total amount purchased has been filled in on each form

_____ The total number of luminary forms I have turned in attached to this form is _____

_____ The total number of luminaries I have turned in attached to this form is _____

_____ The total money amount I have turned in attached to this form is:

_____ Cash

_____ Checks

_____ Total

_____ I have verified that this amount matches the amount I have filled out on the Accounting Half Sheets

_____ I understand that as Team Captain or Co-Captain that I will be responsible for answering any questions or concerns from the individuals who have purchased luminaries from my team.

Team Captains signature _____

OR

Co-Captains signature _____

Date _____