

FIRST BAPTIST CHURCH OF JEFFERSONTOWN  
SET UP FORM  
ARTS AND CRAFTS ROOM

Name of Ministry: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Ministry Leader: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Date of setup: \_\_\_\_\_

Number of persons expected: \_\_\_\_\_

Number of Tables Needed: \_\_\_\_\_ Number of Chairs Needed: \_\_\_\_\_

Podium? Yes/ No    Mics?    Yes/ No    If Yes, How many? \_\_\_\_\_

T.V? YES/ NO

**(Each Ministry is required to have volunteers for these responsibilities)**

List all persons in charge of set up: \_\_\_\_\_ #

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List persons that will be responsible for tear down/ clean up:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(ON A SEPARATE SHEET OF PAPER, DRAW HOW YOU WANT  
TABLES ARRANGED)