



**St. Paul Baptist Church**  
**Vestibule Set-Up Request Form**  
*(Advance Notice Required)*

*Submit with Calendar of Events Request*

<b>Contact Person:</b>  <b>Phone Number:</b>	<b>Date Submitted:</b>
<b>Ministry Team Name:</b>	<b>Type of Event:</b>
<b>Ministry Team Leader:</b>	___Approved ___Denied
<b>Purpose for Table Setup:</b> <input type="checkbox"/> Advertisement <input type="checkbox"/> Registration/Ticket Sales <input type="checkbox"/> Recruitment <input type="checkbox"/> Other _____	<b>Time Requested</b> <input type="checkbox"/> 1 week <input type="checkbox"/> 2 consecutive weeks <input type="checkbox"/> 3 consecutive weeks <input type="checkbox"/> 4 consecutive weeks
<b>The request for table space</b>	
<b>Does your request require any of the following? If yes, advance notice and approval is required.</b>	
<input type="checkbox"/> AAG Announcement (submit to church office) <input type="checkbox"/> Social Media Marketing <input type="checkbox"/> Handout/Flyer <input type="checkbox"/> Public Announcement <input type="checkbox"/> Website notice <input type="checkbox"/> Social Media Promotions	
<b>**Any item or activity used to promote a sale  or profit must first be approved! **</b> <b>*No Exceptions*</b>	
<b>Approved and Scheduled</b>	
<b>Not Approved: Reason(s)</b>	
<b>Staff Advisor Approval: _____ Date: _____</b>	
<b>Church Administrator Approval: _____ Date: _____</b>	