



# St. James Baptist Church

Reverend Kevin L. Sykes, B.A., M.Div, Senior Pastor

2169 New Market Road • Richmond, Virginia 23231  
804-795-7747 • 804-795-5283 (Fax) • www.sjbcovarina.org

Date \_\_\_\_\_  Add to the Bulletin  
Submitted By \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Organization \_\_\_\_\_ Email Address \_\_\_\_\_  
Type of Activity \_\_\_\_\_  
Date of Activity \_\_\_\_\_ Time: \_\_\_\_\_  
(Start & End Time)  
Alternate Dates 1) \_\_\_\_\_ 2) \_\_\_\_\_  
Location  Sanctuary  Conference Room  Jones Bldg\*  
 Kitchen  Trustee Area  Child Development Center  
Room Setup\*  No Setup Required  See Attached Requirements

Speaker Required  No  Yes Name: \_\_\_\_\_

Guest Church \_\_\_\_\_

### St. James Ministries Needed

Audiovisual  Microphones  Big-Screen  Special Request \_\_\_\_\_  
 Music  
 Deacons  
 Doorkeepers Preference: \_\_\_\_\_  
 Kitchen Staff  
 Office  
 Trustee

*Approved copies are forwarded to each ministry requested*

Will There Be An Offering?  No  Yes (If Yes, Trustees Must Be Notified)

Is There A Cost/Fee For Attendance?  No  Yes \$ \_\_\_\_\_ Amount

Activity Approved \_\_\_\_\_  
Pastor Office Approval

Date Activity Confirmed \_\_\_\_\_

*Initial Program Outlines Submitted To Pastor When The Information Has Been Identified*

### One Week Prior To The Event:

*The person submitting the form is responsible for the following:*

- Final Program Outline to Pastor for Approval  Program to Office  
 Contact Sexton with Setup (804-746-3405)  Confirm Additional St. James Ministries (If applicable)

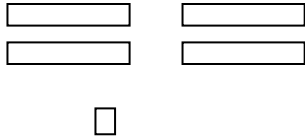
**NOTE: ALL EVENT APPROVAL FORMS SHOULD BE SUBMITTED TEN (10) BUSINESS DAYS PRIOR TO ACTIVITY TO ENSURE SPACE AVAILABILITY.**

## D. C. Jones Building Seating Arrangements

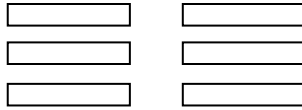
Auditorium Style  
Number of Chairs Required \_\_\_\_\_

Other Setup \_\_\_\_\_  
Number of Chairs Required \_\_\_\_\_

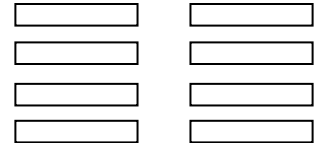
Four (4) Table Setup = 32 People



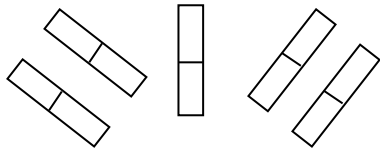
Six (6) Table Setup = 48 People



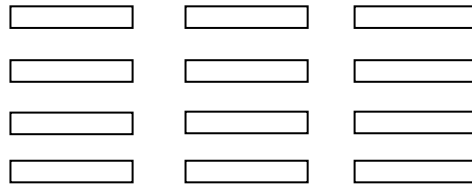
Six (8) Table Setup = 64 People



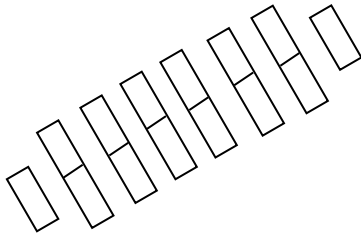
Ten (10) Table Setup = 80 People



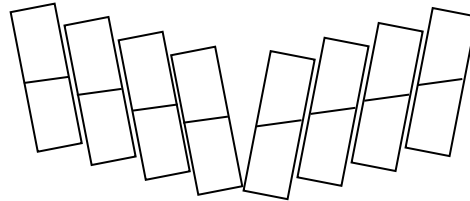
Twelve (12) Table Setup = 96 People



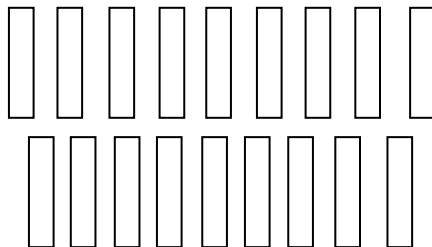
Fourteen (14) Table Setup = 112 People



Sixteen (16) Table Setup = 128 People



Eighteen (18) Table Setup = 144 People



### PLEASE NOTE

- If seating arrangements are required for meetings or special events, please contact Reggie Hall, R. T. Janitorial Solutions (804-971-5222) **10 days** prior to the event.
- If no seating arrangement is selected, the individual requesting the use of the facility will be responsible for both the setup and disassembling of the area.
- Seating arrangements for weddings should be communicated to the Church Office when reservations are confirmed.