



first baptist church
rocky mount, nc

Facilities Work Order

Date Submitted		Date Required	
Requested By		Contact	
		Day	Evening
Requested Service			
Repair	Yes	Event Setup	Yes
	No		No
Description		Tables Required	
		Round Tables	Rectangular Tables
		Please provide sketch below if necessary	
Building Name		Room #	
Office Use Only			
Material Cost		Labor Cost	
Total Cost			