

FUNERAL SERVICE CHECKLIST

Information on Deceased

Full Name: _____

Date of Birth: _____ Date of Death: _____

Family Contact Name: _____

Family Contact Phone(s): _____

Family Contact Email: _____

Service

Date: _____ Time: _____

Interment of ashes before service: Y N

Service in sanctuary	Y	N
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Service at graveside	Y	N
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Number of family (reserved seating in sanctuary): _____

Number of guests expected: _____ (needed to print
bulletins and planning reception)

Family is responsible for providing flowers in the chancel.

Family provides photo of deceased for bulletin (optional).

<u>Reception</u>	Y	N
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Memorabilia table needed	Y	N
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USB photo presentation	Y	N
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Pastor/Office Follow Up

- Place funeral date/time on church calendar
- Inform staff of funeral plans
- Inform HMT leader of funeral plans
- If interment, notify Facilities Maintenance Coordinator to prepare Memorial Garden
- Set time with Pastors and Director of Music Ministry to meet with family to plan service.
- Director of Communications emails congregation
- Notify Director of Congregational Life if family is providing photo USB.