

**Funeral or Memorial Service
Planning Checklist**

In Thanksgiving for the life of: _____

Date of birth: _____

Date of death: _____

Date of funeral/memorial service _____

Time: _____

Arrangements:

Funeral Home or Memorial Society selected: _____

Arrangements on file there as of: _____

Preference for Calling Hours: _____

Preference for Viewing: None Immediate Family Friends & Relatives

Casket Burial or Cremation: _____

Location of Interment: _____

Arrangements on file there as of: _____

Time of Interment: _____

Memorial Gifts designation "in lieu of flowers" _____

At the Liturgy:

Funeral (casket or urn present) or Memorial Service: _____

Rite One or Rite Two: _____

Holy Communion: _____

Scripture Readings:

First lesson: _____

Psalm: _____

Second lesson: _____

Third lesson: _____ (*Gospel, if Communion is offered*)

Music:

Hymns: *Number of hymns depends on form of liturgy used and family preference, typically 2-4. Strive for high level of familiarity and singability.*

Other music requested: _____

Soloist(s)? Instrumentalist(s)? _____

Participants:

Lectors: 1) _____

2) _____

3) _____ (*clergy, if Eucharist is included*)

Pall Bearers: (*if casket will be present*)

Ushers:

Tribute/Remembrances: _____

*A tribute or eulogy in the service is neither expected nor required. At the family's request, a tribute may be included. Preferably **one** person speaks on behalf of all family and friends; by parish policy the absolute maximum number of such tributes is three. Total time for all speakers should not be more than 5-10 minutes, and speakers are urged to remember that the context of this service is the worship of God.*

Chalice Bearer(s), if needed: _____

Acolyte, if needed: _____

Other arrangements:

Estimated number of service leaflets: _____

Seating rows to be reserved for family: _____

Flowers: _____

The family contacts a local florist. If the service is on a Saturday, the altar flowers will be left for Sunday services.

Reception information:

Where: _____

Time: _____