

Memorial Service Checklist

By Nicole Nichols-West

- Church Service
 - Choose the location and time of the ceremony.
 - Reserve the ceremony location.
 - Identify clergy, celebrant or person of your choosing to officiate service.
 - Decide on type and tone of service.
 - Decide on the order and timing of the service.
 - Pick individuals to do readings and share memories or thoughts.
 - Select music.
 - Purchase floral arrangements.
 - Purchase memorial guest book.
 - Ensure floral tributes are delivered and displayed at the church before guests start arriving.
 - Designate someone to deliver the urn to the facility.
 - Assign person to remove flowers from church or facility following ceremony.
 - Meet with clergy or officiant to review order of service.
 - Reserve adequate seating for immediate family members.
 - Designate usher to be available to seat guests and answer questions.
 - Have someone make appropriate announcements at the beginning and conclusion of services.
 - Make sure all checks and honorariums are written out and distributed.
- Cemetery Service
 - Contact cemetery to schedule burial.
 - Pay cemetery fee for grave opening and closing.
 - Decide on location of committal at cemetery.
 - Designate someone to bring urn to gravesite or cemetery chapel.
 - Make sure flowers have been delivered to gravesite and professionally displayed.
 - Designate a person to make any necessary announcements.
 - Make arrangements for any special events.
 - Make arrangements for lettering on monument.