

# 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.