Memorial Service Checklist

Created: 1/1/2012

# Tasks:

☐ **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.**