

# 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.