

# 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.