

FUNERAL PLANNING CHECKLIST:

- Decide whether to hold a funeral or a less formal memorial service.
 - A funeral service is with the body present.
 - A memorial service is without the body present
- Set a date and time for the gathering, usually a weekend or weekday evening.
- Arrange for a place to hold the event -- a church or anywhere that feels right.
- Appoint someone to officiate at the service (pastor, priest, rabbi, etc). This individual will welcome those who attend, introduce speakers, initiate prayers and songs, and direct periods of silence.
- Decide if you want anyone other than the officiant to speak (ie: deliver a eulogy, read the obituary, etc.)
- Decide if you want any “live” special music or songs.
- Choose any specific music, Bible verses, poems, etc. that you want as part of the service.
- Decide who should be invited to attend.
- Write and print programs or memorial notices.
- Arrange for flowers (if you so desire)
- Decide if you will have any food or beverages afterwards.
- Arrange photographs or other memorabilia for display.
- Get a guestbook for signatures and comments.
- Arrange to have the service photographed, recorded, or videotaped (if you so desire).