



Funeral/Memorial Planning Worksheet

Circle one: Funeral /Memorial

Name of Deceased _____

Date _____ # of Guests _____ Time of Service _____ Arrival Time _____

Will Funeral Home be present ? Yes / No

Funeral Home _____ Contact _____

Family member or person coordinating _____ Relationship _____

_____ Email _____ Phone _____

SERVICE ELEMENTS

DVD Slideshow Yes /No - All slideshows must be submitted at least 24 hours prior

Circle One: Embedded background music/Piano Accompaniment/CD Track

Welcome: _____

Song: _____

Circle One: Congregation/ Solo: _____ CD Track/ Pianist/Other

Lyrics Projected * See below Yes / No

Song: _____

Circle One: Congregation/Solo: _____ CD Track / Pianist/Other

Lyrics Projected * See below Yes / No

Song: _____

Circle One: Congregation/Solo: _____ CD Track/ Pianist/Other

Lyrics Projected * See below Yes / No

Speakers: _____

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

Pastor's Message: _____

Military Honors: _____

Prayer: _____

Sample (1) Memorial Service

Pre-Service - Slideshow with background music

Opening Song - Solo or Congregational

Welcome and Eulogy - Pastor or other

Song - Solo or Congregational

Testimonies: (1)

(2)

Song - Solo or Congregational

Message

Prayer for Family

Closing remarks

Sample (2) Memorial Service

Opening Song - Solo or Congregational

Welcome and Eulogy

Slideshow with background music

Testimonies: (1)

(2)

Song - Solo or Congregational

Message

Prayer for Family

Closing remarks

Service Program: Yes/No - If yes, prepared by family/church ?

Requests

Favorite Hymns/Songs

Bible Verses

Other

*** Please forward a copy of the obituary, along with any other pertinent information you would like included in the Welcome or Message**

Optional items to consider for program:

- Favorite Quote/ Poem/ Song Lyric
- Family Members & Relationship
- In Lieu of Flowers...