

Memorial/Celebration of Life Pre-Planning

Name: _____

Family: List all family members and important friends who may be in attendance (and those immediate family who may not be able to be there. This is also a helpful place to make notes so that the pastor understands any relational quirks in your family. If you need more room, attach a separate sheet.

Where would you like the service to be held? (church, park, etc)

Is weather a consideration?

Are there budget concerns or considerations to take into account?

Should there be any kind of event or structured activity?

If you desire a service, what should the tone of the service be?
(Somber, light, celebratory? Formal/informal?)

Do you want there to be food served? (what are some favourite foods/treats of the person whose life this event honours - do you want to include those?)



Who should speak, read, or perform during the service? (family, someone from different parts of the person's life/career/interests)

Order of Service

[just a template - can be adjusted - all items are optional
items with a * are usually done by the pastor]

Prelude

(family enters)

*Welcome & Prayer -

Song:

Scripture Reading:

Eulogy -

Photo Tribute (Slideshow)

Tribute(s) -

*Words of Comfort -

*Prayer -

Song:

*Benediction -

Postlude -

Reception -

Favourite songs/song ideas:

Favourite scripture passages:

Anything else you want to include:

For planning the service after a death:

Full name: _____

Birth date: _____

Death date: _____

Date & time of service: _____

(please check with the church about availability of the building & the pastor before announcing dates & times)

Note: The family should plan to arrive at least 45 min before the event. There will be a room prepared for them upstairs where they can gather and go over any last minute details with Pastor Andrea. (depending on time of day, consider offering snacks and water?)

Event details to consider:

Audio/Visual - mics, slideshow? Slides for songs/tributes?

Livestream - are you expecting people who cannot be there to join in by livestream? SWCC cannot guarantee availability.

Musicians -

Kitchen/Hospitality -

Ushers/guestbook -

Admin - is there going to be a bulletin/order of service handed out? Who is going to create that, print it, etc.

Rental fees/honoraria (depending on what you need and want)