

Memorial/Funeral Service Checklist

In an effort to guide families, we have developed this checklist for a *memorial/funeral service or ceremony. While this list does not cover every situation, it should provide general guidance to ensure that the important items have been addressed prior to the service taking place. If you have specific situations which are not covered in this list, please contact the chapel office, 555-2111. We are always available to either answer your questions or assist in coordinating the service.

- ✓ Establish a Unit Point-of Contact (POC). The supervisor/commander of the unit should work with the unit chaplain. The POC can also decide what items need to be addressed by whom and notify those individuals of their assignments.
- ✓ Choose the location and time of the ceremony and reserve the location.
- ✓ Contact Protocol and provide the details of the memorial/funeral service or ceremony. Request a DV list of attendees. Ask if they will provide the DVs & family parking signs.
- ✓ Contact Public Affairs and provide the details of the memorial/funeral service or ceremony for base wide publicity announcement
- ✓ Identify chaplain, clergy, celebrant, or person of your choosing to officiate service
- ✓ Decide on type and tone of service (e.g. religious, spiritual, life celebration, humanistic)
- ✓ Select the elements of the service (music, sermon, prayers, scripture readings, eulogy, sharing memories, video, bulletin, and so forth)
- ✓ Decide on the order and timing of the service (when are songs played, prayers read)
- ✓ Pick individual(s) to do readings, give eulogy and share memories or thoughts (if desired and approved through supervisor & Chaplain)
- ✓ Select specific music (live or taped), if desired, to be used during the service and the timing of when the songs will be played
- ✓ Purchase floral arrangement(s), memorial guest book and cards and any other items you will need for the service
- ✓ Prepare any video and/or audio that will be used during the service (if not provided by the facility) and designate someone to run the equipment during the service

- ✓ Ensure floral tributes are delivered and displayed at the church or facility at least thirty minutes prior to guests arriving
- ✓ Determine where cremated remains will be displayed during the service and designate someone to deliver the urn to the facility along with urn display table and other items such as a picture, at least thirty minutes prior to service
- ✓ Verify with facility that there are adequate stands and tables to display the floral arrangements/pictures and determine where flowers/pictures can be displayed
- ✓ If the service is to take place in the chapel, make sure you are familiar with the specific customs and funeral rites of the religion and the specific church as it pertains to cremated remains and the ceremony
- ✓ Assign person to remove flowers from facility following ceremony and delivery of arrangements to family residence, cemetery or designated donation site
- ✓ Meet with chaplain or clergy/officiant/supervisor/unit commander/protocol and musicians (if applicable) prior to service to review order of service, making sure they are aware of anyone else doing readings or speaking
- ✓ Place memorial register book, memorial cards, donation tray and any other materials at entry point of facility and designate person to direct attendees to sign book as they enter
- ✓ Coordinate how family will process and recess at the beginning and end of service
- ✓ Reserve adequate seating for immediate family members and any special guests
- ✓ Designate usher(s) to be available to seat guests and answer questions (e.g. location of rest rooms, children's room)
- ✓ Have someone make appropriate announcements at the beginning and conclusion of services (e.g. requesting everyone to turn off cell phone, inviting congregation to attend luncheon/gathering after ceremony)
- ✓ Make sure all checks and honorariums are written out and distributed to appropriate persons well in advance of service (clergy, musicians, church sextons)
- ✓ Schedule and execute practice run with multimedia and participants

*A memorial service does not include the remains, unlike a funeral service.