

Clergy Checklist for a Memorial Service

Name of deceased _____

Name of family member (contact person) _____

Phone _____ Email _____

Date of service _____

Location and time _____

Officiating clergy person _____

Musicians _____

Reception hostess and location _____

Guest book required

Orders of Service required

Tables for memorabilia required

Color scheme

Reception tables set up

Rope off back _____

Rope off front two middle rows for the family. Remove rope just before the service begins.

Leave a dozen Orders of Service on these front rows for the family.

Include a glass of water in the lectern.

Ascertain that sound system is up and running (sound technician should be on hand).

Have a table in the Narthex for the Orders of Service.

If service is held during a weekday, notify the tenants that a memorial service is going to be held at the stated date and time so they know to be quiet in the halls.

Other: