

# Memorial Service Planning Checklist

## Immediate Tasks (1-2 Days After Passing)

- ☐ Choose date and time
- ☐ Select venue/location
- ☐ Create guest list
- ☐ Assign roles (speakers, music, setup)

## Planning (1 Week Before)

### Venue

- ☐ Confirm capacity matches guest list
- ☐ Check accessibility requirements
- ☐ Verify parking availability
- ☐ Plan backup location if outdoor
- ☐ Arrange seating layout

### Service Elements

- ☐ Plan order of service
- ☐ Select readings/music
- ☐ Arrange for musicians/sound system
- ☐ Write/assign eulogy
- ☐ Choose officiant if desired
- ☐ Plan multimedia presentation/slideshow

### Memorial Displays

- ☐ Gather photos for display
- ☐ Collect meaningful objects/mementos
- ☐ Create memory table layout

- ☐ Design/print memorial programs
- ☐ Arrange flowers/decorations

## Guest Considerations

- ☐ Arrange refreshments
- ☐ Set up guest book
- ☐ Prepare memory cards for guests
- ☐ Plan seating for immediate family
- ☐ Arrange for guest accommodations if needed

## Day Before

- ☐ Confirm all arrangements
- ☐ Deliver items to venue
- ☐ Test audiovisual equipment
- ☐ Review timeline with participants
- ☐ Set up memorial displays

## Day of Service

- ☐ Arrive early for final setup
- ☐ Distribute programs
- ☐ Set up refreshments
- ☐ Welcome guests
- ☐ Assign someone to take photos
- ☐ Collect guest book and cards

## After Service

- ☐ Pack up displays/equipment
- ☐ Collect keepsakes/mementos
- ☐ Send thank-you notes
- ☐ Archive guest book/messages