

MEMORIAL/FUNERAL PLANNER INFORMATION



| 1. Information | | | |
|---|---|-------------------------------|--|
| Deceased Name (First / Middle/Last) | | | |
| Date of Death | | | Place of Death |
| Family Contact Person | | | Relationship to Deceased |
| Phone | | | Email |
| Funeral Home | Contact Person | Phone | |
| Notes | | | |
| 2. Viewing Services | | | |
| Mark Box | Viewing: <input type="checkbox"/> Public <input type="checkbox"/> Private | Service: Graveside | Service: <input type="checkbox"/> Memorial <input type="checkbox"/> Funeral |
| Date Time | | | |
| Place | | | |
| Pastor | | | |
| # R Seats | | | |
| <i>Open casket viewing can be arranged for the funeral service on advance request. # R Seats – No. of reserved seating, e.g. for family, etc.</i> | | | |
| 3. Service Arrangements & Details | | | |
| Favourite Scriptures | | | |
| Musician | <input type="checkbox"/> Church pianist <input type="checkbox"/> My own Instrument(s) | | |
| Name | Phone | Email | |
| Special Music | Title | | |
| Performer Name | | | |
| Special requests (for accompaniment, background tracks, mics. etc.). | | | |
| | | | |
| | | | |
| Eulogy Tribute | Presenter (s) | | |
| Pictorial Tribute | Title (if any) | Prepared by | |
| Technical specifications (if any) | | | |
| Life Story Obituary | Prepared by | Read by | |
| Refreshments | <input type="checkbox"/> Menu # 1 <input type="checkbox"/> Menu # 2 | No. of Expected Guests | |
| #1: Coffee/tea/sugar/cream/plates/cutlery/napkins..... No Cost #2: Coffee/tea, assorted sandwiches, fruit tray and assorted squares..... Cost: TBD <i>(If Willingdon Food Services is not available, outside catering costs will apply)</i> | | | |
| Furniture | No. of Display Tables (for guest registration, floral arrangements, photo, memorabilia displays, etc.) | | |
| Notes (Technical, furniture, etc.) | | | |
| | | | |
| Donation Made in Memory of | Organization(s) | | |
| | | | |

NOTES/CONSIDERATIONS:

1. **Memorial /Funeral Planner Information:** Please return the completed form to the Care Ministries.
2. **Confirmation:** Please confirm all service arrangement no later than one week before the service.
3. **Room Setup** –The service room is open one hour before service commencement.
4. **Tables & Chairs:** Provided for the service and reception. Not provided: tablecloth for display table(s).
5. **Floral & Other Deliveries** - Delivered on the day of service, preferable during setup time.
6. **Guest Book & Stationary** (pens, card holder, basket etc.) to be provided by the family.
7. **Food & Beverage:** Coffee and tea is provided. You are welcome to bring your own specialty coffee and assorted tea, store-bought food or engage a licenced caterer to provide the food for the reception. No alcoholic beverage permitted.
8. **Audio Visual** – Bring your own laptop, adapter and tech person to operate the pictorial tribute. We provide a projector and audio crew. If you plan to **Live Stream the Service**, please bring your own crew, equipment and data connection and provide us the contact person's name and tel. We suggest doing a trial run for the tribute and live streaming at least one week prior to the service.
9. **Pictorial Tribute:** Please provide us with the name of the songs to be used in the pictorial tribute for the Care Ministries team approval.
10. **Service Bulletin:** Provided by the Family. To facilitate the event coordination process, we appreciate you providing the bulletin details to us at least one week before the service.
11. **Service Times:** Services are usually held on weekdays between 10:30 am - 12:00 pm or 1:30 pm – 3:00 pm at the Chapel or Fireside Room for attendance of 200 or less.
12. **Church Pianist:** If you need a pianist, please inform the church Two Weeks before service date.
13. **Eulogy & Tribute:** We recommend a maximum of 2 presenters, 5 – 8 minutes each. Open mic can be arranged for more tribute during refreshment.
14. **MC & Pastor:** You are welcome to use your own MC. Otherwise, our church pastor who delivers the message can be the service MC too. If you wish to engage a pastor from another church, please consult and obtain approval from our Care Ministries team before engaging the pastor.
15. **Volunteers:** Volunteers are provided to assist with the service and reception. To add a personal touch, family and friends are encouraged to assist with the book signing table, ushering service and reception.
16. **Animal:** We appreciate you and your guests respecting the church by leaving pets and emotional support animals at home. Only guide or service animal trained to assist a person with a disability is permitted. On advance requests, we may make exceptions to accommodate unique situations.
17. **Belongings:** Please take all your belongings including flowers after the service is done. Alternatively, arrange for the flowers to be picked by the funeral home or a non-profit organisation.
18. **Cost & Honorarium:** We Do Not Charge for: use of church facilities; refreshments – menu #1; ministerial, music, audio visual and volunteer services. If you like to extend an honorarium, please give an Offering to Willingdon Church.
19. **Support:** The Willingdon Care Ministries' desire is to minister and assist you on the loss of your loved ones. Support we provide includes funeral/memorial service planning; assist in referrals to, and any dialogue with funeral home of your choice; comfort/grief counselling; Grief Recovery Support Group sponsored and supported by Willingdon Church.

Additional Notes:

Care Ministries Contact: If you have any concerns or questions, please contact Karen Chan **email:** kchan@willingdon.org , or office tel: 604-435-5544

ⁱ While it is difficult to estimate the number of guests who will be in attendance, we have to charge the amount of the full order (Menu #2:Coffee/tea, assorted sandwiches, fruit tray and assorted squares), even if fewer guests attend.