

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(s)	Type of Instrument(s)		Phone
Name(s)			Email
Special Music	Title	Performer Name	
Congregational Hymns /Songs			
Special Requests <i>(for accompaniment, background tracks, mics. etc.).</i>			
Eulogy Tribute	Presenter (s)		
Pictorial Tribute	Title (if any)		Prepared by
Technical specifications <i>(if any)</i>			
Life Story Obituary	Prepared by		Read by
Refreshments	<input type="checkbox"/> Coffee/tea/sugar/cream/plates/cutlery/napkins (no cost)		No. of Expected Guests
Furniture	Tables Required <i>(for guest registration, floral arrangements, photo, memorabilia displays, etc.). Mark tables needed.</i>		
	Service Room <input type="checkbox"/> 1 Guest Registration Table* <input type="checkbox"/> 1 Display Table in front of stage* Reception Room <input type="checkbox"/> Buffet Tables** <input type="checkbox"/> 1 OR <input type="checkbox"/> 2 Black Linen Rectangular Tables for photo, memorabilia <i>* Black colour square tables without cover. ** Buffet tables are covered with disposable white plastic covers.</i>		
Notes			
Donation Made in Memory of	Organization(s)		

NOTES/CONSIDERATIONS:

ONE WEEK BEFORE SERVICE

- Confirm all service arrangements. Provide the Care Ministries team with
 - name of the hymns and/or songs to be used in the pictorial tribute for approval.
 - a digital or hard copy of service bulletin.

DAY OF SERVICE

- **Setup Time:** Service room opens one hour before start of service.
- **Floral and all Other Deliveries:** To be delivered during setup time.
- **Eulogy & Tribute:** We recommend a maximum of 2 presenters, 5 – 8 minutes each. Open mic can be arranged for more tribute during refreshment. Please inform Care Ministries team at least one week before service.
- **Ushers:** Family and friends are encouraged to assist with the book signing table, ushering service and reception to add a personal touch to the service.
- **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.

AFTER SERVICE

- **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 after reception ends.
- **Honorarium:** If you like to extend an honorarium, please give an Offering to Willingdon Church.
- **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.

Willingdon Church will provide the following Facilities, Equipment and Services at No Cost:

1. **Facility Use:** Chapel and/or Fireside Room (for attendance of 200 or less). Use of church piano.
 - Service Days | Times: Monday to Thursday | 10:30 am - 12:00 pm OR 1:30 pm – 3:00 pm.
2. **Furniture:** Tables - 2 black square tables, buffet tables with disposable white plastic covers, 1 or 2 black linen rectangular tables. Chairs for service and reception rooms.
3. **Refreshments:** Coffee, tea, sugar, cream, plates, cutlery and napkins.
4. **Audio Visual:** Projector, screen, mics, lectern, sound system, technician to operate in-house AV.
5. **MC and Pastor:** If you wish to engage a pastor from another church, please consult and obtain approval from our Care Ministries team before engaging the pastor.
6. **Volunteers** to assist at the service and reception.

The Family will be responsible for the following Items and Services:

1. Engaging a musician and/or provide pre-recorded music, hymns or contemporary Christian songs.
2. Lyrics of congregational hymns and/or songs in a USB Flash Drive.
3. Pictorial tribute* in a USB Drive.
4. Service bulletin – includes design and printing.
5. Food and beverage (specialty coffee and assorted tea), store-bought food or engage a licenced caterer to provide the food for the reception. No alcoholic beverage and home-prepared food is permitted.
6. Floral arrangements, guest book & stationary (pens, basket to hold cards and notes)
7. Equipment and crew for Live Streaming Service*, if needed
8. Framed photo (suggestion: 8' x 10') for welcome and/or display tables
9. Photo and memorabilia display
10. Easels for photo displays if needed
11. Boxes of tissue papers for guests

Bring your own laptop, adapter and tech person to operate the pictorial tribute. 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.*