



PAUL NEFF

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## THINGS TO COMPLETE FOR A MEMORIAL

In the midst of loss, a simple memorial checklist can bring clarity and peace to those tasked with making arrangements. Please refer to the list and make edits as needed.

### **Things to work on now and/or predetermine:**

1. Determine the church you would like to use for the memorial
2. Choose a preferred musician or kind of music preferred for background music at reception
3. Choose song choices to be used with the slide show
4. Choose song(s) you would like to be sung by everyone at the Memorial
5. Choose the song preferred for the professional to sing
6. Create a bio for the pastor to use in his introduction
7. Choose people you would like to have speak at memorial
8. Give options of what scriptures you would like to be read at the memorial
9. Collect and arrange the slide show photos
10. Work with a professional to complete a slide show
11. Go over preferred options for a Reception Venue. Have 2 or 3 options to choose from in order of preference, then find out if venues are available once the actual date is determined.

### **CHURCH SERVICE**

1. Determine the church you would like to use for the memorial
2. Arrange the Church service day/time of memorial

## **Church Coordinator**

1. Work with pastor and church coordinator to finalize the order of events for the service
2. Confirm/send song(s) which are to be put up on the screen
3. Confirm number of seats to be saved in the front rows
4. Give USB stick to coordinator for the slide show
5. Speak with coordinator about taking a photo of every note card and the flowers it came with.
6. Confirm memorial recording plan.
7. Email all vendors names/phone numbers to Coordinator

## **Program - Order of Events**

1. Create program from Order of Service
2. Have the program printed
3. Send final Order of Service to Pastor, Church Coordinator, musicians, others involved

## **Music/Technical for Church Service**

1. Determine Musician or music for service and hire professionals
2. Hire Videographer to record memorial
3. Speak with technical people at the church to go over the plan for music at the Memorial Service
4. Determine the correct length of slideshow with the technician
5. Determine songs to be used with the slide show
6. Determine song(s) to be sung by everyone at the Memorial
7. Determine song for the professional to sing

## **Bio**

1. Assist in creating a bio of your loved one for pastor to use in his introduction

### **Speakers at Memorial**

1. Confirm who is speaking at memorial and speak with each one ahead of time
2. Review details of time requirements and game plan

### **Poem**

1. Confirm if you are going to include a poem

### **Scripture**

1. Confirm what scripture(s) will be read at the memorial and who will read it.

### **Slide Show Photos**

1. Complete putting together and arranging all the slide show photos (collecting, arranging, etc.)
2. Work with a professional to complete the slide show and review

### **Volunteers**

1. Determine who will be the greeters at the Memorial and speak with them ahead of time
2. Confirm details with volunteer who is moving guest books, pens and photos from the Chapel to the reception.
3. Confirm details with person who is moving the flowers and where they need to be placed

### **Guest Book**

1. Purchase a guest book and pens

## **RECEPTION VENUE**

1. Choose Venue site
2. Send evite to all guests for Reception and track RSVP's

### **Reception**

1. Confirm with Event Coordinator at Reception Venue:
  - a. number of reserved tables
  - b. easel for photo
  - c. coordination with musician for background music (and set up location)
  - d. confirm bell chimes for call to dinner

### **Background Music at Reception**

1. Hire a musician for background music at reception.

### **Confirm AV Equipment**

1. Confirm all equipment needed for the reception with venue's specialist and potential recording of speeches
2. Confirm 2 microphones

### **Open Mic**

1. Find 2 people who are willing to go first for the open mic session

### **Order flowers**

1. To sit on stage in front of podium
2. Neff's Cross easel
3. Small arrangement for guest book table
4. Center pieces for dinner

## **Obituary**

1. Post an obituary

## **Photo Album**

1. Create a photo album of the photos in the slide show for guests to flip through

## **Note Cards**

1. Create and print note cards for guests at each table at reception to write a note/memory

## **Print Out Photos**

1. Order photos to be used in the Memorial Service

## **Speech**

1. Work on what you are going to say for the Memorial
2. Work on the Welcome and Prayer for Reception
3. Think about what is needed to manage the open mic session during dinner

## **RSVP**

1. Manage guest invites, RSVP count, guaranteed dinner count for reception
2. Email guest details on Valet and drop off location for elderly

## **Photos**

1. Determine if you want photos of the Memorial and/or Reception

## **Determine Game Plan for Graveside Ceremony**

1. Who will be invited
2. Details of Ceremony - Schedule date
3. Determine game plan with cemetery
4. Confirm grave marker is ordered