**Planning a Memorial or Funeral\***

Below is an order of service which includes many elements to consider. How many elements and the order is completely up to the wishes of the family. Some services are very simple with only a few elements while others may include much more.

**Prelude Music** [a CD of favorite music or someone playing and instrumental before the service]

**Seating of Family** [coming in together after everyone is seated and the service is ready to begin]

**Hymn or Solo** [optional]

**Welcome** [often the Pastor/Chaplain]

**Eulogy** [someone from the family reads a brief history of the most meaningful events the person's life]

**Solo/Hymn/Slide show** [optimum for slide show is 5-8 minutes]

**Family/Friends Speak** [1-4 close friends or family have something prepared to say]

**Open Microphone** [allow for people to share a brief memory...something meaningful/humorous]

**Pastoral Word** [a word of encouragement and hope from chaplain/pastor]

**Song/Solo** [optional]

**Benediction** [chaplain/pastor]

**Postlude Music** [CD or instrumental]

**Other possible elements:** military honors, flag detail, etc.

**Other Service Considerations and Arrangements:**

1. Secure facility, arrange set up, costs: Seating: will there be enough seating?

2. Determine order of service with family, pastor/chaplain

3. People involved: Pastor/Chaplain, Soloists, Coordinator, Musicians, Sound, Multi-Media Technicians, Ushers, Greeters, Pall Bearers, Instrumentalists

4. Bulletin to hand out: who will design/print? How many?

5. Guestbook

6. Flowers

7. Refreshments

8. Graveside/Internment

9. Obituary to write and publish in local newspaper 3-5 days before memorial

10. Military honors/symbols

11. Photos/Photo gallery….large photo up front on easel and/or on power point slide?

12. Special CD/music to play before or after while people arrive/leave

13. Eulogy to write

\*Funeral denotes that there will be a casket involved.