

Checklist for Funerals & Memorial Services

Name of deceased / nickname	
Name of contact person	
Name of next of kin	
Date of service	
Location of service	
Do you wish to have family and friends speak at the service? Names and relationship	
Do you wish to include music?	
Did the deceased have some favourite songs or music?	
Who will provide the music? CD/ singers or musicians?	
Burial or Cremation? Location Will there be an interment of remains? Directions to cemetery	
Will there be a reception following the service? Location & directions?	
Any other announcements you wish me to make?	
Should we mention the manner of death?	

Are there any sensitive issues or potential problems of which I should be aware?	
Names of immediate family members	Name/Relationship
	1.
	2.
	3.
	4.
	5.
	6.
Information about the deceased to be included in the eulogy or introduction	