

Funeral or Memorial Celebration Checklist

- Venue for ceremony
- Venue for wake
- Date of ceremony
- Funeral arrangements – casket selection
- Catering for wake
- Obituary (Published/Social Media)

- Friends and Family

- Local media

- National media

- Clubs or Association Newsletters

- Order of Service/Funeral Booklet-

- What to include:

Front Cover - usually includes:

- Title eg
- A Celebration of the Life of NAME
- In Loving Memory of NAME
- Remembering NAME
- NAME Was One of a Kind
- Photo
- Date of Birth – Date of Death
- Place, date and time of the Funeral or Memorial Service

Back Cover

- Photo/s
- Gratitude and Acknowledgements
- Details of burial location (if applicable)
- Location of wake / refreshments
- Details of where donations can be made

Inside the booklet - 2 pages

Inside the cover you could have the details of the Funeral Service or Memorial Service. After creating the Service, your Funeral Celebrant can supply a list of headings for the Order of Service.

Common inclusions:

- Entrance music - Title and musician
- Welcome
- Readings
- Eulogy
- Memories and tributes
- Photo story / Visual tributes / Memories slideshow
- Reflection
- Farewell
- Exit Music - Title and musician

Other inclusions could be additional photos, verses, poems, favourite sayings, song lyrics - perhaps extracts from those used in the Funeral Service

NOTE: Ensure author(s), poets, writers, musicians are acknowledged on included works - under Copyright Law this is essential.

Tips

- Booklets are best printed on heavy card such as 250gsm stock.
- Spell check and proof-read the content. Ask one or two other people to check before printing.
- Estimate the number of booklets required, (include additional copies for family and close friends who cannot attend PLUS print a few keepsake copies for young members of your family
- Use easy to read fonts and type colours
- Most printing businesses offer design and print services for Funeral Booklets, often the funeral director can assist with this also.