

# Plan Memorial Checklist

Name of Memorialized Person:

Time & Date of Memorial Service:

Time & Date of Gathering of Family and Friends:

Organized by:

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## Body Arrangements

Choose your body disposition method

*Examples: cremation, alkaline hydrolysis, full body burial, green burial, cryogenics, burial at sea*

Identify a body care provider

Purchase an urn or casket

Make cemetery arrangements

*For your consideration: purchasing a plot or niche, monument planning (purchasing new or final dating), open and closing the grave, vault*

Notes:

## Venue

Reserve your venue

*Examples: residence, funeral home, religious institution, natural setting, sports arena, hotel ballroom, country club, community events hall, alma mater, public park, restaurant or other privately owned venue, etc.*

Ensure parking availability

Verify seating capacity

Procure seating signs and/or ropes

Ensure restroom availability on premises

Locate private family room on premises

Check weather conditions if outdoors

Acquire decorative lighting equipment

Ensure the presence of a lectern or podium

Notes:



## Music

- Choose musical genre(s)
- Select preference for live or recorded music
- Hire performers for live music
- Select sound operator for recorded music
- Select musical pieces/songs
- Rent appropriate sound equipment
- Test sound equipment before event

Notes:



## People

- Choose an officiant
- Decide on urn or honorary urn bearers (in the case of cremation)
- Select eulogist(s)
- Select readers of poems and/or prayers
- Include personal affiliations
  - Examples: sorority/fraternity, Rotary Club, alumni group, athletic team, book club, card club, cultural group, Veterans Association, etc.*
- Hire a photographer or videographer
- Hire security, if needed

Notes:



## Flowers & Decorations

- Choose florist
- Select floral arrangement type(s)  
*Examples: urn wreath, floral easel, vase flowers*
- Consider floral themes  
*Examples: numerical/color significance of flowers, variety of flower, use of ribbons or other decorations*
- Arrange for flower transportation between venues
- Plan for removal or distribution of flowers during or after the event
- Decide on event decorations  
*Examples: candles, framed photos, table centerpieces, etc.*

Notes:

## Food & Drink

- Select caterer  
*Examples: local restaurant, family member or friend, potluck, food truck, cooking yourself, etc.*
- Schedule when food will be served
- Decide on meal's attendees (public or private)
- Inquire about guests' dietary restrictions
- Curate menu
- Account for food and beverage quantity
- Arrange for flatware, drinkware, and cutlery
- Arrange for serving implements
- Arrange for tables and seating during the meal
- Hire waitstaff
- Hire beverage specialist

Notes:

## **Transportation**

- Reserve necessary vehicles
- Request processional escort
- Arrange transportation for guests who may need assistance
- Hire parking attendant or valet
- Provide airport information to guests
- Provide public transportation information to guests

*Notes:*

## **Commemoration**

- Write an obituary
- Send the obituary to the appropriate publication(s)
- Share on social media
- Order keepsakes
- Create an event guestbook
- Find box to collect cards
- Create a video or slideshow for the memorial service
- Rent screen or projector for media
- Procure easels or picture boards for photographs

*Notes:*

## **Stationery**

- Send invitations
- Curate and print the Order of Service
- Print memorial folders and/or prayer cards

Send thank you notes after the memorial

*For your consideration: keep a list of people who have been helpful along the way*

Notes:

## **Religious & Cultural Traditions**

Research relevant religious/cultural elements of memorialization

Consult religious leader about traditions

Consider incorporating religious objects or traditional decor

Select prayers and rituals to be performed at service

Invite religious officials and/or cultural community leaders

Notes:

## **Military**

Arrange for the presence of military honors

Request a flag be issued for the deceased

Notes: