



Service Program Check List

- 1. Name of the deceased**
- 2. Date, Time, & Location of Funeral / Memorial Service**
- 3. Type of Program layout, Template, (Single Fold, Tri-Fold, Booklet)**
- 4. Funeral home that is doing the arrangements**
- 5. Color scheme for the program**
- 6. Main picture for the front of the program**
- 7. The Obituary**
- 8. The Order of Service**
- 9. 15-20 top main pictures for the program**
- 10. Poem or Memorial Tributes (Optional)**
- 11. Any additional pictures for the program (If we can fit them)**
- 12. How many copies for the printer**

Single Fold Program - 8.5 x 11

- Side 1. Front of the program
- Side 2. The Obituary
- Side 3. Order of Service
- Side 4. Back of the program (Optional Choices)
 - Additional Pictures
 - Poem or memorial tribute
 - Family Acknowledgements
 - Pallbearers
 - Repast Information
 - Funeral Home Information

Tri-fold Program - 8.5 x 14 or 11 x 17

- Side 1. Front of the program
- Side 2. Order of Service
- Side 3. The Obituary
- Side 4. Optional (Obituary, Pictures, Poems or Tributes)
- Side 5. Optional (Obituary, Pictures, Poems or Tributes)
- Side 6. Back of the program (Optional Choices)
 - Additional Pictures
 - Poem or memorial tribute
 - Family Acknowledgements
 - Pallbearers
 - Repast Information
 - Funeral Home Information

Memorial Booklet (8.5 x 11 per page)

- Side 1. Front Page
- Side 2. Optional (Order of Service Obituary, Pictures, Poems or Tributes)
- Side 3. Optional (Order of Service Obituary, Pictures, Poems or Tributes)
- Side 4. Optional (Order of Service Obituary, Pictures, Poems or Tributes)
- Side 5. Optional (Order of Service Obituary, Pictures, Poems or Tributes)
- Side 6. Optional (Pictures, Poems or Tributes)
- Side 7. Optional (Pictures, Poems or Tributes)
- Side 8. Back of Program (Optional Choices)
 - Family Acknowledgements
 - Pallbearers
 - Repast Information
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Sample Order of Service

Sample Order of Service

Musical Prelude.....Musician

Processional.....Clergy & Family

Opening Hymn....."Blessed Assurance"

Prayer of Comfort.....(Clergy)

.....**Scripture Readings**.....

Old Testament	New Testament
Psalm 46	Romans 8:28-39

Selection.....

Remarks.....

No more than three (3) people, 2 minutes each.
(example; family, friend, or worker, etc.)

Selection.....

Acknowledgements, Cards, Condolences
Reading of Obituary

Sermonic Selection.....

Eulogy.....

Recessional.....

Additional Information

Our hope is that the information below will stimulate your thinking and assist you in preparing for your loved one's home-going celebration service. The death of a loved one can leave the survivors, lost and alone, or just unsure of

- Who to contact
- What to do and how
- How to make the funeral arrangements
- What to do after the funeral

Who to Contact:

- **Family member(s) and/or friend(s)**
 - Inform family members and friends regarding the death of your loved one.
- **Call Your Church office**
 - The Pastor should be contacted immediately in reference to the scheduling of funerals.
- **Funeral Home**
 - Contact a funeral home of your choice.
 - If you do not have a funeral home in mind, you can find one in your area on <http://www.funeralnet.com>

What to Do

- Schedule an appointment with the funeral home director. Ask a close family member or friend to go with you to the funeral home. It will be helpful to take the following information with you when visit the funeral home:
 - Date, time and location the family is requesting for the viewing/wake and funeral service
 - Home-going service request (if available). Information regarding the deceased's wishes for their funeral service
 - Insurance policy(s)
 - Full name of your loved one
 - Date and place of birth
 - Parents' name, living or deceased
 - Social security card/number
 - List of family members (i.e. spouse, children, brothers, sisters, uncle, aunts)
 - Church Membership name (if applicable)
 - Proof of military service
 - Memorial funds - donations (In lieu of flowers) - name and address of organizations or charities to which donations are to be made
 - Pallbearers - list of people who might be available to serve as pallbearers

Make a list of family and friends to be notified of the death of your loved one.

Ask a relative or friend to assist with the following:

- Making telephone calls
- Answering the telephone or door (keeping a record of calls and visitors)
- Child care arrangements (if needed)
- Coordinating the supply of food and the preparation of meals in the home
- Attending to household chores

Obituary guide

Here is a general Obituary guide that you can use to write your obituary. Paragraphs can be added or deleted based on your style.

Paragraph 1: List Full Name, Nickname if any, Date and Place of Birth and Death. Cause of Death is optional. Name of parents

Paragraph 2: Give a brief biographical history, including the schools that were attended

Paragraph 3: List employment history, special awards, and accomplishments.

Paragraph 4: List information about church or religious affiliations, clubs and organizations that the deceased was a part of. You can also elaborate on hobbies and interests.

Paragraph 5: Give information about his/her personality, quirks, funny stories, etc.

Paragraph 6: Tell of any charities and donations that can be given on behalf of the deceased in lieu of flowers.

Paragraph 7: List surviving family, friends and other relatives Note, regardless of family situation or fondness of family members the obituary should include accurate information for historical purposes and not exclude anyone for personal reasons.

While there are many ways to write an obituary, there are no set rules to follow. View samples of previous obituaries and find a style that fits the decease and would make them proud.