

**FUNERAL/MEMORIAL SERVICE PLANNING GUIDE-NO FUNERAL HOME INVOLVEMENT**  
**TRINITY LUTHERAN CHURCH**

Funeral/Memorial Service For: \_\_\_\_\_ Member \_\_\_\_\_ Non-Member

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Family Contact(s) & Phone Numbers \_\_\_\_\_ e-mail \_\_\_\_\_

Relationship to Deceased \_\_\_\_\_

Visitation Time at Church Date \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Deceased a Veteran Yes \_\_\_\_\_ No \_\_\_\_\_ (If Veteran, family needs to make arrangements for color guard)

Graveside Service Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, location \_\_\_\_\_

Luncheon after service Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, Menu #1 \_\_\_\_\_ Menu #2 \_\_\_\_\_ Menu #3 \_\_\_\_\_ How many people? \_\_\_\_\_

Any Dietary Needs? Yes \_\_\_\_\_ No \_\_\_\_\_

Cremains – ashes present on day of service? Yes \_\_\_\_\_ No \_\_\_\_\_

How many in family will be seated in front? \_\_\_\_\_

Who will provide obituary via e-mail? \_\_\_\_\_

MUSIC – Do you want an organist/pianist? Yes \_\_\_\_\_ No \_\_\_\_\_

Congregational Hymns \_\_\_\_\_

Solos or CDs (family needs to provide CD or something downloaded on their own computer)

What Scriptures do you want (and who will read?) \_\_\_\_\_

What bulletin cover will be used? \_\_\_\_\_

Do you want sharing of memories? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, who will share? \_\_\_\_\_

Do you want to open it up to everyone to share? Yes \_\_\_\_\_ No \_\_\_\_\_

Will family have picture boards? Yes \_\_\_\_\_ No \_\_\_\_\_ Will you have pictures to share as video? Yes \_\_\_\_\_ No \_\_\_\_\_

Will family have a guest register? Yes \_\_\_\_\_ No \_\_\_\_\_

Details for Church Planning-Funeral Service of \_\_\_\_\_

Pastor \_\_\_\_\_

Organist \_\_\_\_\_

Greeter \_\_\_\_\_

Ushers \_\_\_\_\_

Light candles

Hand out bulletins

Set up podium for guest booklet

Set out basket for cards

Set up easels' family picture boards

Reserve front pews for family (rope or signage or both)

Put up table for cremains and/or picture, if needed

Provide extra chairs if needed

Person in Charge of Meal \_\_\_\_\_

Additional Notes