Funeral Planning fill-in form

Please list the name(s) and contact information for those involved with planning this funeral or memorial service:

Click or tap here to enter text.

How would you like the deceased person’s name to be printed in the bulletin?

Click or tap here to enter text.

Date of birth: Click or tap to enter a date.

Date of death: Click or tap to enter a date.

Other important date(s) (Baptism, Confirmation, Wedding, etc.):

Click or tap to enter a date. Click or tap to enter a date. Click or tap to enter a date.

Click or tap here to enter text.

Desired date for Funeral: Click or tap to enter a date.

Location of Funeral: Click or tap here to enter text.

Visitation time (and date, if different from Funeral): Click or tap here to enter text.

How many people are expected to attend the service?

Click or tap here to enter text.

How many family members/friends will process in and sit in reserved rows? Click or tap here to enter text.

Would you like to have a luncheon or reception after the service?

Choose an item.

How many are expected to attend the reception or luncheon, if desired? Click or tap here to enter text.

Would you like to have reserved seating for family/friends at the reception or luncheon – how many? Click or tap here to enter text.

Would you like the service to be called “Celebration of the Faith and Life of *Name”* or a different title? Click or tap here to enter text.

Scripture readings (see separate document): Click or tap here to enter text.

Name(s) of readers: Click or tap here to enter text.

Hymns/Songs (see separate document): Click or tap here to enter text.

Soloist(s) or other special music? Click or tap here to enter text.

Who will be sharing memories at the service or reception?

Click or tap here to enter text.

Names of pallbearers, if desired: Click or tap here to enter text.

Name of person carrying the processional cross, if desired:

Click or tap here to enter text.

Names of two persons carrying the torches (candles), if desired:

Click or tap here to enter text.

Will someone send the “life story” for the back of the bulletin to the Administrative Assistant at [admin@mtolivelcms.onmicrosoft.com](mailto:admin@mtolivelcms.onmicrosoft.com)?

Click or tap here to enter text.

Will someone send a photo for the bulletin and screen to the Administrative Assistant? Click or tap here to enter text.

Would you like to have tables and easels to display photos and other memorabilia in the narthex? How many? Click or tap here to enter text.

Name of person providing a slideshow of photos on a flash drive for the screen, if desired: Click or tap here to enter text.

Military honors? Click or tap here to enter text.

Location, date, and time of interment/committal: Click or tap here to enter text.

Please ask the Administrative Assistant for a Memorials and Gifts Form

Any other requests or information we should know?

Click or tap here to enter text.