

MEMORIAL/FUNERAL SERVICE CHECKLIST FOR:

Date & Time of Service:	Date of Death:
Family Contact::	Relationship:
Address:	Telephone:
Mortuary:	Number of family members expected:
Officiating Pastor:	Assisting:
<input type="checkbox"/> Funeral w/Casket <input type="checkbox"/> Memorial <input type="checkbox"/> w/Urn	
<input type="checkbox"/> Committal in Columbarium <input type="checkbox"/> Scattering / Memorial Garden <input type="checkbox"/> Niche # _____	

Room Requirements and Additional Resources

<input type="checkbox"/> Sanctuary <input type="checkbox"/> Prayer Room for the family <input type="checkbox"/> Other _____
Is a Memorabilia Table needed? Yes No Needed in Sanctuary? Yes No <i>(If yes please bring items (including guest book, flag, etc.) to church the day before the service)</i>

Johnson Hall Reception Equipment Requirements

Is the screen needed for power point or video presentation? Yes No

Is the sound equipment required? Yes No *(requires use of sound technician - \$75)*

Other Equipment needed _____

Cookie Memorial Reception	\$2.00 per person	x	_____	=	_____
Includes: Cookies, Coffee, Tea, & Lemonade					
Sandwich Luncheon Memorial Reception	\$5.00 per person	x	_____	=	_____
Includes: Assorted Sandwiches, Condiments, Veggie Tray, Fruit Tray, Chips, Cookies, Coffee, Tea, & Lemonade					
Miscellaneous				=	_____
(Please make checks out to UMC of Green Valley)					TOTAL

Prior to food service events a reservation number must be given to the kitchen manager. This amount must be paid even if the number is lower. If the number exceeds the reservation number, additional funds will be due. This can be paid prior to or on the day of service.

CERTIFIED KITCHEN PERSONNEL MUST BE PRESENT AT ALL EVENTS INVOLVING FOOD/BEVERAGE SERVICE.

How are flowers to be taken care of after the service? <input type="checkbox"/> Family <input type="checkbox"/> Church	
<input type="checkbox"/> Military Honor <input type="checkbox"/> Air Force <input type="checkbox"/> Army <input type="checkbox"/> Marines <input type="checkbox"/> Navy Flag <input type="checkbox"/> First Responders <input type="checkbox"/> Police/Fire	
Civic Honor Group _____ Civic Organization (Rotary, Kiwanis, Lions etc.)	
Contact Person: _____	Phone: _____

