

# Funeral Planning Checklist

*This Funeral Planning Checklist is designed to act as a guide when considering what decisions to make or consider*

## SERVICE PREFERENCES

*Prior to meeting, we suggest discussing some of the items below in preparation*

**Service Type:**     Burial Service             Cremation Service

**Service Location:**     Funeral Home Chapel  
                                   Cemetery or Crematorium Chapel: \_\_\_\_\_  
                                   Church or Other Venue: \_\_\_\_\_  
                                   Private Service (no attendance)

**Preferred Cemetery or Crematorium:** \_\_\_\_\_ or     No Preference

## PLANNING THE SERVICE

### MUSIC SELECTIONS

- Service Commencement: \_\_\_\_\_
- During Photo Slideshow / Reflection time: \_\_\_\_\_
- Service Closure: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

### SPEAKERS / READINGS

- Eulogy/s shared by: \_\_\_\_\_
- Tribute/s shared by: \_\_\_\_\_
- Poem / Reading: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

### PHOTO SLIDESHOW

- Song selection to accompany photos: \_\_\_\_\_
- Provide photos in preferred order (either hard copy for scanning or digital) at least 48 hours prior
- If created by family, provide completed MP4 video file to Sylvan Funerals at least 24 hours prior

### ORDER OF SERVICE

- Provide photographs (front cover, back cover, and inside booklet if applicable)
- Create an Order of Service (this is discussed with the Celebrant or Minister)
- Provide any words for poems, readings, hymn words, etc to be printed within the booklet

### CLOTHING & PREPARATION

- Provide clothing for mortuary care staff as soon as possible
  - Provide items to be placed in the coffin (if required)
  - Decide if there is a viewing and schedule a date and time with our staff: \_\_\_\_\_
- Special Requests: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_