



## Memorial Service Planning Checklist

*Your loved one was one-of-a-kind. The celebration of their life should be too. Our caring staff will work with you to ensure that the memorial service you plan is a reflection of your loved one and the legacy they leave behind. We have helped plan lovely services for 50 to 400 guests and are ready to help you.*

- Meet with Foothills Event Center staff, tour facility, discuss options for service:
  - \_\_\_\_\_ Number of people
  - \_\_\_\_\_ Audio/Visual equipment desired
  - \_\_\_\_\_ Food/Bar needs
- Identify clergy or person of your choice to officiate service
- Decide on type of service and the tone it will have (e.g. religious, life celebration, spiritual, etc.)
- Select the major elements you desire for the service
  - \_\_\_\_\_ Eulogy
  - \_\_\_\_\_ Music
  - \_\_\_\_\_ Sermon
  - \_\_\_\_\_ Prayers, poems, or scripture
  - \_\_\_\_\_ Video or slideshow
  - \_\_\_\_\_ Time to share memories
- Create the order and timing of service
- Choose people to participate by giving eulogy, sharing memories, etc.
- Prepare specific music (performed live or played via recording)
- Prepare video or slideshow that will be used during the service if desired
- Select and prepare photos to be displayed, as well as specific mementos (photo albums, collections, special items) that you want displayed. The Foothills has a beautiful wood easel that can hold your main photo and plenty of wall space to display additional photos or collages.
- Purchase and prepare needed items such as guest book, memorial cards or programs, basket for cards, etc.
- Reserve seating for family members and any special guests. If desired, plan to gather in the family room prior to the service to be together, prepare, and relax.
- Meet with service participants prior to beginning the service to confirm the order of service.
- Purchase floral arrangements if desired. The Foothills' staff will receive any that arrive the day of service and will ensure they are at the front, unless otherwise directed.