

# FUNERAL CHECKLIST for \_\_\_\_\_

<b>basic information</b>			
date of birth:		date of death:	
visitation date:		funeral date:	
visitation location:		funeral location:	
visitation time:		funeral time:	
internment date:		officiant:	
internment location:		musician:	
internment time:		funeral home:	
St. John's member?	yes	no	If not a member, how connected?
<b>funeral service</b>			
number of bulletins:		cover wanted:	
readings:			
songs:			
other musicians:			
time for reflections:	yes	no	
banners:	funeral	seasonal	pall wanted/needed:      yes      no
<b>other set up</b> (i.e. tables or easels in narthex)			
<b>funeral hospitality</b> (brochure given?    yes    no)			
team member contacted		level of hospitality wanted	
<b>columbarium</b>			
Inurnment at St John's?	yes	no	team member contacted

Communications Coordinator - Pam	Administrative Assistant
<input type="checkbox"/> send prayer email with funeral information <input type="checkbox"/> update MailChimp <input type="checkbox"/> create and print bulletin and song sheet	<input type="checkbox"/> notify funeral committee <input type="checkbox"/> notify columbarium team if inurnment <input type="checkbox"/> file funeral bulletin or notice <input type="checkbox"/> update database

## Notes: