



# CHECKLIST FOR PLANNING A CELEBRATION OF LIFE

HONOURING:

DATE & TIME:

LOCATION:

HOST:

## TYPE OF SERVICE

CELEBRATION OF LIFE

MEMORIAL SERVICE

CREMATION

BURIAL

FUNERAL

OTHER

## FLOWERS/MEMORIALS

FLOWERS

SEND TO:

MEMORIALS

## READERS & READINGS

READER:

READING:

READER:

READING:

READER:

READING:

## EULOGY AND OBITUARY READERS:

EULOGY READER:

OBITUARY READER:

## MUSIC & MUSICIANS

PLAYLIST

LIVE MUSIC

ARTIST:

MUSIC:

ARTIST:

MUSIC:

ARTIST:

MUSIC:

## PERSONALIZATION

MEMORY BOARD

SLIDESHOW

PROGRAM FOR SERVICE

OTHER

PLAYLIST OF SONGS

VIDEO

FRAMED PHOTOGRAPHS

## LOCATION

MAIN CONTACT PERSON:

EMAIL:

PHONE #:

## EVENT DETAILS

TIMING/AGENDA

AUDIO/VISUAL NEEDS:

LINENS:

SEATING/ROOM LAYOUT

DECOR:

OTHER:

## FEAST PREPARATIONS

MEAL:

BEVERAGES:

SPECIAL DIETARY NEEDS: