### CELEBRATION OF LIFE PLANNING CHECKLIST

**HONORING:**

**DATE & TIME:**

**LOCATION:**

**OFFICIANT, CELEBRANT OR HOST:**

### TYPE OF SERVICE

- [ ] CELEBRATION OF LIFE
- [ ] BURIAL (TRADITIONAL)
- [ ] MEMORIAL SERVICE
- [ ] GREEN BURIAL
- [ ] FUNERAL
- [ ] CREMATION
- [ ] OTHER

### FLOWERS/MEMORIALS

- [ ] FLOWERS
- [ ] MEMORIALS
- [ ] MEMORIALS TO
- [ ] SEND TO:

### READERS & READINGS

- Reader: Reading:
- Reader: Reading:
- Reader: Reading:

### EULOGISTS

- Eulogist: Eulogist:

### MUSIC & MUSICIANS

- Playlist: Live Music:
- Musician: Music:
- Musician: Music:
- Musician: Music:

### PERSONALIZATION

- Memory Board: Invitations
- Playlist Songs: Video/Slide Show
- Photo Albums: Program
- Other:

### VENUE

- Main Contact: Email:
- Phone #:

### EVENT DETAILS

- Timing/Agenda: A/V Needs:
- Seating/Room Layout: Decor:
- Other:

### FOOD & BEVERAGE

- Appetizers: Dessert:
- Meal: Special Dietary Needs:
- Service Style: Buffet, Served, Stations
- NA Beverages:
- Bar Arrangements:

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