

CELEBRATION OF LIFE PLANNING CHECKLIST

HONORING:

DATE & TIME:

LOCATION:

OFFICIANT, CELEBRANT OR HOST:

TYPE OF SERVICE

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

FLOWERS/MEMORIALS

- FLOWERS MEMORIALS TO SEND TO:
 MEMORIALS

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 PHOTO ALBUMS OTHER
 PLAYLIST SONGS VIDEO/SLIDE SHOW PROGRAM

VENUE

MAIN CONTACT: EMAIL:
PHONE #:

EVENT DETAILS

- TIMING/AGENDA AV NEEDS: LINENS:
 SEATING/ROOM LAYOUT DECOR: OTHER:

FOOD & BEVERAGE

SERVICE STYLE: BUFFET SERVED STATIONS

- APPETIZERS: DESSERT: NA BEVERAGES:
 MEAL: SPECIAL DIETARY NEEDS: BAR ARRANGEMENTS: