

# **FUNERAL/MEMORIAL PREPARATION WORKSHEET**

❖ Name of funeral home/mortuary: \_\_\_\_\_

Name of funeral director: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

❖ Date and Time of service: \_\_\_\_\_

❖ Location of service: \_\_\_\_\_

❖ Clergy/Person presiding over ceremony: \_\_\_\_\_

Phone: \_\_\_\_\_

❖ Additional person(s)/children participating in ceremony:  
(pallbearers, writing letter, drawing pictures, balloon/butterfly release, oversee  
guest registry book, etc...)

Name: \_\_\_\_\_ Duty: \_\_\_\_\_

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

❖ Reading of parents/siblings letters written to child(if applicable):

Mother's letter to be read by: \_\_\_\_\_

Father's letter to be read by: \_\_\_\_\_

Sibling's letter to be read by: \_\_\_\_\_

❖ Music selections:

Song: \_\_\_\_\_ Artist: \_\_\_\_\_

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

❖ Poetry/Scripture selections:

\_\_\_\_\_ Read by: \_\_\_\_\_

_____	_____
_____	_____
_____	_____

❖ Things to include in ceremony program/eulogy:  
(picture of child and/or family, words of song or poem, hand/footprints,  
special message about child, gratitude message to guests, etc.)

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❖ Items to be placed in casket (if applicable): \_\_\_\_\_

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❖ Items to be displayed at service: \_\_\_\_\_

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❖ Memorial contributions (in lieu of flowers): \_\_\_\_\_

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❖ Florist choice (if applicable): \_\_\_\_\_

Phone: \_\_\_\_\_

❖ Additional contacts: \_\_\_\_\_ Phone: \_\_\_\_\_

_____	_____
_____	_____
_____	_____