**Information for funeral and memorial services**

**First Name Last Name**

**Date of Birth Date of the Death**

**Date and time of funeral/memorial service**

**Estimated attendance Reserved pews**

**Ushers**

**Hymns**

**Special music**

**Soloists**

**Scriptures**

**Volunteer Readers**

**Open mic for sharing memories**

**Fellowship Hall set up and Hospitality needs**

**Contact information for the family**

**Contact information for the funeral home**

**Contact information for any other outside vendors (like a caterer)**

**Special requests**

**The name of clergy who leads the service**

**Notes:**