

Memorial Plan Worksheet

Today's Date

Name of Deceased

Date of Birth

Date of Death

Contacts

Name of Primary Contact

Relationship

E-mail Address

Phone

Name of Secondary Contact

Relationship

E-mail Address

Phone

Memorial Service Planner

Officiating Pastor

Casual Dress/ Traditional Dress

Service Date

Service Time

of Guests Expected

of Chairs for Family Seating

Service Location

Circle one: Worship Center, Gym or Conference Room

Reception Location

Circle one: Worship Center, Gym or Conference Room

Order of Service Planner

Name:

Notes:

Prelude Music

Pastoral Welcome

Faith Story / Obituary

Prayer

Congregational Song(s)

Scripture(s)

Special or Recorded Music

Sharing

Open Sharing: Yes No

Message

DVD/Special Presentation

(Including: Military, Law or Fire memorial or flag tribute)

Prayer

Dismissal

Videos played during ceremony should be MOV or Playable CD for Video & Playable CD or MP3 player for music. All CD's and DVD' need to be to Cascade AV support at least 48 hours prior to the ceremony.

Costs for Memorial Service

Officiating Pastor

Suggested donation \$200-\$400

Worship Center:

\$400 Cost includes Worship Center, Custodial & Reception coordinator

Gym:

\$30/1hr, \$50/2hr

Kitchen:

Counter space only: \$25/1hr, \$50/4hrs (includes sinks, no ovens or dishwasher)

Other rooms, per room: \$15/2hrs, \$40/4hrs, \$75/8hrs, \$100/over 8hrs

TECHNICAL REQUESTS (Pending Technical Team Approval)

Memorials will be charged for AV support.

\$60/2hr min.

\$30 an hour after.

Other Service Notes: