



How to do your own Memorial Service or Celebration of Life!

Please accept our sincere condolences for the loss of your loved one! Our goal is to make the planning process as easy and painless as possible. We have put this “Do It Yourself” service guide together for you to assist you in planning your own Memorial Service or Celebration of Life Service.

1. We recommend choosing one person to take on the role of event or service planner. That one person can take the ideas and suggestions from everyone involved and then put a plan together.
2. Find a suitable location for the service. Please keep in mind the head count as you search. Typically a local church is your best choice due to seating and parking. However, here are some additional ideas... A home, local park, subdivision club house, event venue, etc. Also, make sure that the location you choose is available for the date you are considering before publishing any information.
3. Decide on whether you want the urn to be present and displayed or possible just a photo. In either case, you will want to have a table in the front of the room for the urn and/or photos, keepsakes, and flowers
4. Audio/ Visual equipment may be needed if you want a mic, video, or photo slideshow. Make sure that the location has these capabilities or you may need to rent the equipment.
5. Memorial Stationary is common at most services. This is a book for guests to sign as well as programs or folders to pass out. We can assist you with these items.
6. Pastor or Officiant to host the service or do the Eulogy is important. Make sure this person is available for the date you choose for the service. Anyone can officiate a service if a Pastor is not needed, not wanted, or not available. The officiant will keep the service moving by introducing speakers, readers, etc.
NOTE: It is perfectly fine to have no formal service or speakers. Some just want to have a gathering in memory of their loved one.
7. Order of Service – Most Pastors will have a sample order of service for you to follow. However, if not, than here is a sample:

- 1- Welcome Guests/ Officiant introduce themselves and tell everyone who they are celebrating that day
 - 2- Prayer
 - 3- Read Obituary or Bio
 - 4- Prayer or Scripture Reading or Both
 - 5- Speakers
 - 6- Pastor Eulogy
 - 7- Closing Prayer and Dismissal
- NOTE: Music or Songs can be inserted anywhere in the order

8. Food or Refreshments – Sometimes families want to offer a meal or refreshments to the guests that have attended the service. Many event venues or churches can assist in providing a catered meal or snacks.
9. Publishing the Service – Once everything is planned and in order, you may want to consider running an obituary with your service information included on our website or in a local newspaper. Please remember that publishing an obituary can get expensive. We would be happy to assist you with this if you need some guidance.