



## FORM FOR PLANNING A MEMORIAL SERVICE OR FUNERAL AT FIRST PRESBYTERIAN CHURCH

### Information as it should appear on bulletin:

Deceased's name:

Date of birth: mm/dd/yyyy

### Where will the funeral or memorial service be held?

☐ Sanctuary

☐ undecided

☐ Chapel

Estimated number of attendees:

Will the casket be present at the service? ☐ yes ☐ no ☐ undecided

Will interment or committal of ashes immediately follow the service? ☐ yes ☐ no ☐ undecided

Will interment or committal of ashes occur at another time? If so, when?

**Interment Location:** (Cemetery burial, First Presbyterian Church Columbarium, other)

**Funeral Home:**

**Which First Presbyterian pastor is involved in interment or committal?** Or, if another minister is presiding, please name:

Would you like the church to provide a guest registry book?      yes      no

### Music:

If family members do not have suggestions for the Gathering Music, Postlude Music and Hymns or Songs, the organist, band director or minister can make recommendations.

Gathering Music or Prelude:

Postlude Music:

**Hymn or Songs:** (see attached lists of hymns or contemporary music, pages 10 & 11)

1.
2.
3.

**Solos or Special Music:**

**Note:** If vocal or instrumental solos are desired there is an extra fee. (Please see page 18.)

**Scriptures:**

See attached list of suggested Scriptures (pages 12 & 13) or consult pastors. If desired, family members or friends may wish to read Scripture passages. If not, pastors will do so.

Old Testament:

Epistle:

New Testament:

Other readings, poems:

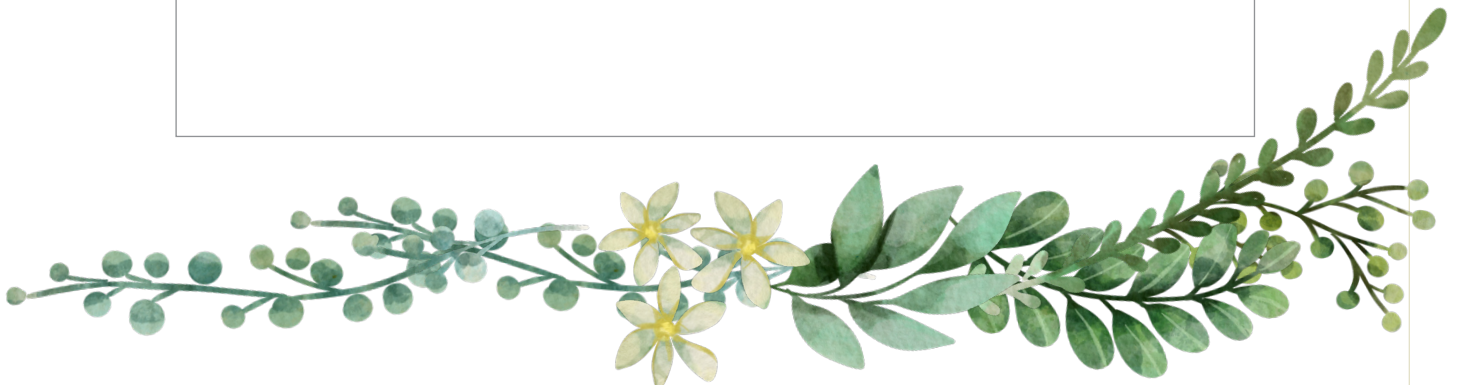
**Speakers:**

Who will do meditation? (usually a pastor)

Who will do remembrance(s): family members or friends

**Flowers:** Will there be memorial donations in lieu of flowers? ☐ yes ☐ no ☐ undecided

What are the names and addresses of the organizations?



**Will the family wish for the memorial service to be recorded and/or streamed?**

Video recording   ☐ yes   ☐ no   ☐ undecided

Video streaming   ☐ yes   ☐ no   ☐ undecided

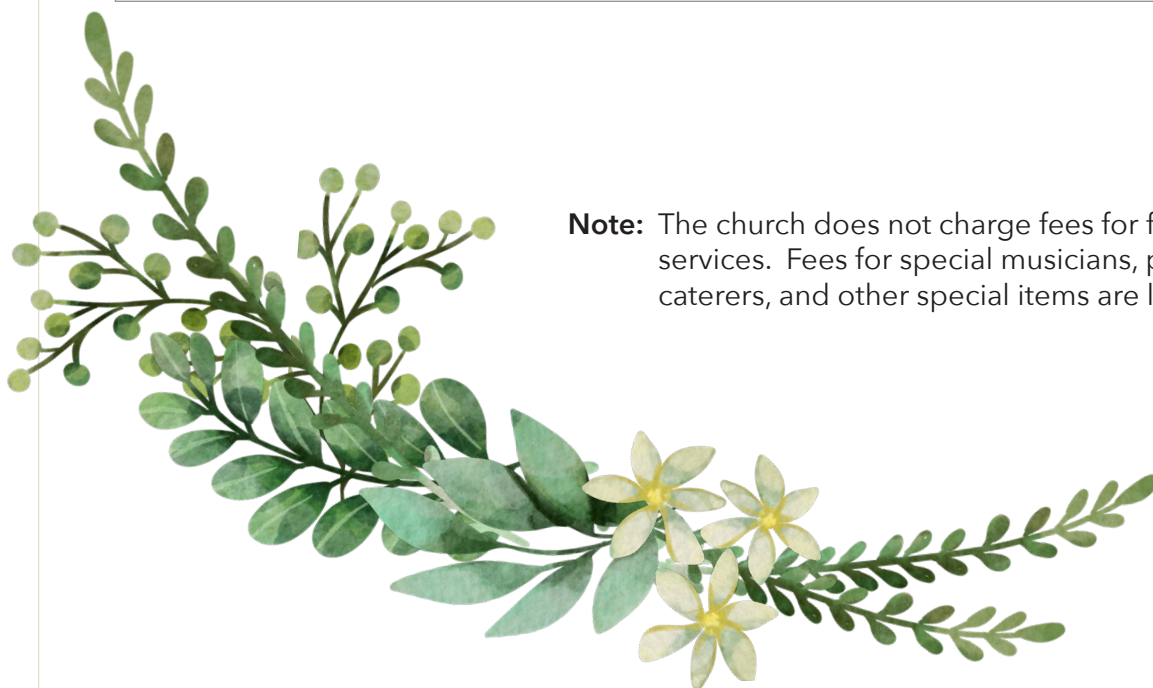
The video streaming site is available for public viewing. One day after the funeral is streamed, the video link will be removed from the FPC YouTube site, FPC website, and FPC Lakeland Roku channel. A recorded copy of the video is available upon request.

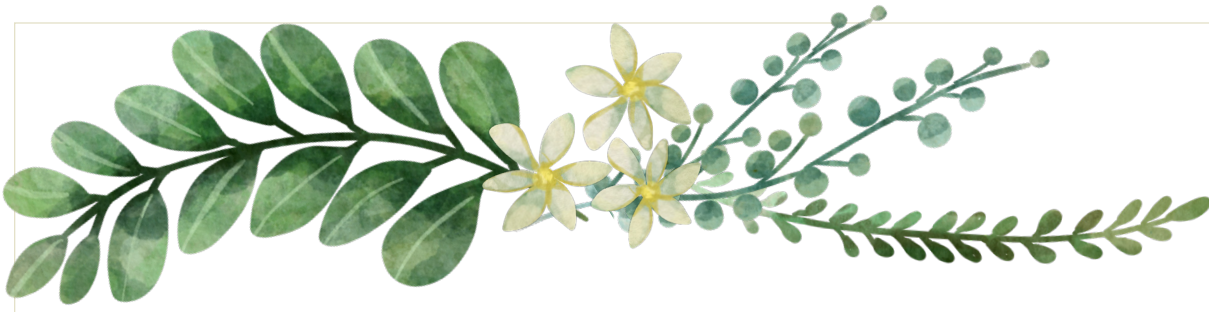
**Video Slideshow for Reception**

If you'd like to have a video slideshow running on the screens during the reception, please provide a 1080 format mp4 video on a thumb drive at least 48 hours prior to the date of the service.

**Names, addresses, and phone numbers of primary relative(s):**

**Note:** The church does not charge fees for funeral/memorial services. Fees for special musicians, professional caterers, and other special items are listed on page 18.





## BIOGRAPHICAL INFORMATION OF THE DECEASED

Significant Dates:

Education:

Military:

Employment/Vocational:

Honors:

Church Activities & Service:

Other Affiliations, Honors, & Service:

Hobbies & Special Interests:



## PLANNING THE RECEPTION

### LOCATION OF RECEPTION

\_\_\_ Near Chapel

\_\_\_ Welcome Center

\_\_\_ Other: \_\_\_\_\_

### FOOD

First Presbyterian Church gladly provides, at no cost, a modest reception that includes coffee, tea, water, lemonade and cookies for funerals that are not catered.

If the family of the deceased would like to provide food or drink items besides those listed above, they may obtain or provide such items at their own cost, and should inform church staff in advance of their plans.

If the family would like a catered event, they are encouraged to inform church staff and contact caterers of their choice.