



Family Funeral and Memorial Service Worksheet

For the Carrollton campus
November 2019

Service Worksheet

Family Contact Person: _____

Relationship: _____

Cell Number: _____

Member of a Bent Tree Group (life, serving, class): Y N
(Members in the group may offer service)

Name of Group: _____

Date/Time requested:

1st choice: _____ 2nd choice: _____
(If burial is at National Cemetery, Military will dictate the date)

Family only service after funeral or memorial: Y N
(map needs to be provided in program)

In lieu of flowers, donations made to:

_____ (info for receptionist)

❖ *For Bent Tree donations, please get a link from the Database Manager.*

Funeral Home Info:

Funeral Home Name: _____

Funeral Home Contact: _____

Phone Number: _____

Will Funeral Home be running the service? Y N

Bringing Urn: Y N

Open Casket (Chapel only): Y N

Who is providing Program brochure? Family or Funeral Home

Facility Details

Gathering Room:

❖ *Family Arrival Time is 60 minutes before service*

Number of people in the family room for pastor prayer: _____

How many seats to reserve for service: _____

Number of Guests attending service: _____

(family, friends, worked, volunteer, etc.)

Who will be providing Ushers/Greeters:

Family/Life Group or Funeral home

Memorial / Guestbook Table: Y N

(guestbook & memory items provided by family)

Tech/Video Set Up:

Will you having a tribute video? Y N

❖ *Church does not provide video creation.*

Other song video (YouTube, etc.)? Y N

Name & Artist of other song video: _____

Music/Video Set Up:

❖ *Live music/musicians may require 2 tech people*

Music (recorded) Y N Artist/Version: _____

Soloist/Musician Y N Type of instrument: _____

❖ *Church does not provide instruments, including keyboards. Musicians must bring own and arrive 1 hour prior to service for sound check.*

Reception Worksheet

Will a Reception be held at Bent Tree? Y N

Chapel hall Family Theater J-Hall

Type of Reception: Light Snacks or Meal (Family Theater or J-Hall)

Who will be providing food? _____

(Caterer, family, friend, or other)

Contact name/number: _____

❖ *Your Life Group/friends will need to set up and serve if no caterer is serving.*

Will you need access to the kitchen: Y N

***A copy of the facility and reception details need to be given to AMT Admin to start facility processes.*

Order of Service Worksheet

Possible elements could include:

Display on lobby table (portraits, favorite things, etc.)

Prelude (Choice of songs/we have playlist for backup)

Song 1: _____

Song 2: _____

Welcome: Who: _____

Obituary/Eulogy: Who: _____

(background/significant contributions)

Scripture Reading

Scripture verse: _____

Who: _____

Remembrances Who: _____, _____,

Song of Reflection Song 1: _____

Message: Who: _____

Slide Show/Video: _____

Instructions for reception/graveside, etc.

Closing Prayer/Benediction

Postlude

❖ *Elements can be added or deleted as family desires. Family members/friends can do some of the elements.*

Favorite Scripture: _____

Personal Memories, Life Accounts, etc.: _____

Speakers/Eulogy (1-4 speakers – 3-5 mins. Have them pre-write):

**Return to Admin for filing.