

## PLANNING CHECKLIST

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Date Met:	Funeral Date/Time:
Name of Deceased:	
Date of Birth:	Date of Passing:

Are you working with a funeral home? Which one? Who is the person you are working with there? Do you have their contact number?

Who will be the pallbearers? Often family members or friends are honored to be asked. Be sure to discuss your selection with the funeral director.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Who will place the pall on the casket? (This takes at least two, or up to four people).

- 1.
- 2.
- 3.
- 4.

\* If there is an urn, who will carry in the cremated remains?

Who will do the readings?

1. First Reading & Responsorial
2. Second Reading
3. Prayers of the Faithful
4. \_\_\_\_ ask parish lector to read

Please choose the readings from the booklet

1. First reading
2. Second Reading
3. Gospel

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Are there special intentions you would like included in the prayers of the faithful? For example, praying for other family members who have died.

Who will bring up the gifts? (You can have two or more people do this).

- 1.
- 2.
3. \_\_\_\_ please choose someone for us

If needed, who will help with Communion?

- 1.
- 2.
3. \_\_\_\_ please choose someone for us

What songs would you like for the following? (see list for choices)

1. Entrance Song
2. Responsorial
3. Preparation of Gifts
4. Communion
5. Communion Meditation (optional)
6. Closing Song
7. \_\_\_\_ please choose the music for us

Is there someone you would like to ask to do remembrances? (one person, about 3 minutes, please keep comments positive)

Would you like a luncheon or a dessert reception? How many people do you expect to be in attendance? (Remember, this is dependent on the availability of the St. Mary's Women)

1. Immediately following the Mass
2. On the return from the cemetery
3. None at the church

Will there be a Vigil; what type and where? (for example: a viewing at the funeral home, a rosary) If you wish to have a rosary here, who will lead it? (If you need us to provide someone, we cannot promise the Rosary unless we are able to find someone who is available.)

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Will there be a service at the cemetery? Where is the cemetery?

### Funeral Program:

1. How many people do you think will be at the mass?
2. Do you want a picture of your loved one on the program? Who will send it to us? (be sure they have our e-mail: [stmarysoffice\\_albany@comcast.net](mailto:stmarysoffice_albany@comcast.net))
3. Is there a favorite prayer or church appropriate poem you would like to include? Who will send it?
4. Do you prefer one of the pre-printed covers? (which one)
5. Do you have an email for us to send the program to for proofing? (names spelled correctly, right choices listed)

After the funeral there are sometimes cards or donations in memorium of the deceased.

Who will be the primary contact?

Name:

Address:

Phone number:

E-mail:

Fees:	Instrumentalist	\$85-\$100
	Vocalist	\$85-\$100
	Celebrant	\$75-\$150
	Reception	\$1.75-\$2.00 per anticipated guest

Fees should be paid prior to funeral, separate checks to each of the individuals above, with the final one being made out to St. Mary's

### Notes for Office to make:

Celebrant:	Reader(s):
Sacristan:	Rosary:
Pianist:	Reception?
Vocalist:	Other