

# Memorial Service Planning Checklist

In consultation with the family, the following details may be considered:

Detail	Who	When	Notes/Completed
Name and date of remembrance			
Location			
Order flowers			
Obtain a sign-in book for the family to keep			
Framed picture of physician to place on easel			
Furniture needs			
How many chairs are needed			
Tables to display pictures and belongings			
Coat racks			
Tissues			
Basket to collect cards			
Catering and room reserved			
Organization: How will the program run?			
Will there be a master of ceremonies?			
Will any colleagues speak?			
Does the family feel comfortable speaking?			
Music and/or slideshow			
What music will be playing when guests arrive? Are residents or staff able to play piano at opening, during the service, and after?			
Will a slideshow be put together to run with pictures while people are arriving or as part of the memorial?			
Video—Does the family want it videotaped?			
What A/V is needed?			
Program: Who will design program for memorial?			
Support: Will counselors be on hand to support guests?			

Reprinted with permission from [After a Suicide: A Toolkit for Physician Residency/Fellowship Programs](#) developed by the American Foundation for Suicide Prevention and Mayo Clinic.

**Disclaimer:** AMA STEPS Forward™ content is provided for informational purposes only, is believed to be current and accurate at the time of posting, and is not intended as, and should not be construed to be, legal, financial, medical, or consulting advice. Physicians and other users should seek competent legal, financial, medical, and consulting advice. AMA STEPS Forward™ content provides information on commercial products, processes, and services for informational purposes only. The AMA does not endorse or recommend any commercial products, processes, or services and mention of the same in AMA STEPS Forward™ content is not an endorsement or recommendation. The AMA hereby disclaims all express and implied warranties of any kind related to any third-party content or offering. The AMA expressly disclaims all liability for damages of any kind arising out of use, reference to, or reliance on AMA STEPS Forward™ content.

Source: AMA. Practice transformation series: *After Physician Suicide*. 2021.