

# 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.

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