

# Celebration of Life Service Information Checklist

## Initial Questions

- An Event Coordinator is required for your event.
- When are you planning on having the Celebration of Life Service? \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- Request day of the week preferred, date if known and requested, and time of day.  
There is no guarantee that space will be available.
- Is the deceased, or a family member of the deceased, a First Church Member? Y / N
- Member's Name: \_\_\_\_\_ or Non-Member
- Members will have the Lead Minister conduct the Service unless the Lead Minister is not available, then the Assistant Minister or Minister of Music and Worship Arts will conduct the Service.
  - Senior Members of First Church also have a priority to have the Lead Minister conduct the Service whether the service is on the First Church campus or not.
- How many guests do you anticipate having?
- Approximate Number Attending: \_\_\_\_\_
- Services with more than 70 guests will need the Meeting House, 70 guests or fewer will need to be scheduled in the Chapel.
  - Members of First Church are usually given the Meeting House regardless of number of guests attending, unless a specific request for the Chapel is made.
  - Services held in the Meeting House warrant a parking lot closure. Non-Members pay for Memorial Service Parking Lot Closures. These services will also require a Sound Technician at an additional fee.
  - Services held in the Chapel warrant Temporary Parking passes for guests.
- Do you wish to have a reception following the service? Y / N
- Approximate Number Attending: \_\_\_\_\_
- Do you wish to have music during the service or reception? Y / N
- The Church's organist/pianist has first priority to perform at all First Church Celebration of Life Services and / or receptions.
  - Any live musical performance requires advance approval from the Minister of Music and Worship Arts before that act or musician is able to be booked for the event.
  - Recorded music can be played through the First Church sound system for Services in the Meeting House and/or receptions in Bard Hall and the Patio. Other locations will require the family to make other arrangements.

## Additional Information

**Please be reminded ALL First Church property is smoke free at all times, from all the canyon areas to the corner of Front and Arbor streets.**

Have you thought about having the reception catered?

- Options

- Outside Caterer – must be approved by the Church or please ask for Church’s Approved Vendor List
- Kitchen Manager / Chef – is available for catering church events; arrangements will be made directly with the Chef. Additional fees will apply outside of your signed Facility Use Agreement with the Church.
- Bring in store-bought or home baked items for your guests.
  - If you do not wish to pursue an outside caterer or through the Church’s Kitchen Manager/Chef, remember that you will need family and friends to help set up and serve the food and beverages, as well as clean up after the reception is over, unless you request custodial services (at an additional fee).

Have you thought about:

- Guest / Memory Book?
  - Orders of Service? (designed and printed by the Church’s Administrative Assistant)
  - Ushers?
  - How you wish to have the room set up for the reception?
  - Photos and/or slideshow of the deceased?
  - Flowers?
  - Parking?
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Additional Questions or concerns

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