



Funeral & Memorial Service Planning Information

Name of Deceased: _____
Last First Middle Name known by

Date of Birth: _____ Date of Death: _____
Month/Day/Year Month/Day/Year

Type of Service Desired: ___ Funeral ___ Memorial Desired Date/Time: _____

Main Contact for Decision Making Purposes

Name: _____ Phone: _____

Email: _____

Funeral Home & Burial Information

Name of Funeral Home: _____

Address: _____

Contact Name: _____ Phone: _____

Email: _____

If visitation is planned, days & times: _____

Burial Location: ___ Christ Church Columbarium ___ Cemetery: _____

___ Niche has been purchased

___ Niche needs to be purchased

*If a niche needs to be purchased
our office staff will contact you with details.*

Flowers/Memorial Contributions

Our florist is My Garden Floral in Glenshaw, Pa. (412) 767-9915. You may use their services, or choose your own.

If contributions are requested in lieu of flowers, please list the beneficiary organizations:

1. _____ 2. _____ 3. _____

Service Information

Bulletin Desired: Yes No If yes, cover image desired: (photo, cross, etc.) _____

Holy Communion to be included: Yes No

Scriptures desired:

Hymns desired:
Prelude: _____
Postlude: _____

Organist needed: Yes No

Soloists desired: Yes No

*Our Music Minister may be able to
provide soloists or you can specify
your own. Please let us know what
your needs are.*

Continued on reverse.

Eulogy or Remembrance will be provided by: Clergy Family

Names of those who would like to share a brief eulogy:

Service Seating

We will reserve pews at the front of the church for your family. Please let us know approximately how many family members you expect to attend the service. _____

Expected Overall Attendance: _____

Post-Service Gatherings

Receptions

Our Parlor and lobby area can accommodate small receptions that might include coffee, tea & light refreshments.

Reception to be held at Christ Church? Yes No

If yes, please indicate expected attendance: _____

Luncheons

We can accommodate up to 150 people for a luncheon in our Parish Hall. We will provide tables, chairs & kitchen facilities. You will need to provide all table coverings, paper products, food & drink (other than coffee.) Caterers are welcome and should contact the office for details on what we have available for their use.

Luncheon to be held at Christ Church? Yes No

If yes, please indicate how many people you expect to attend: _____

If all in attendance are invited to gather elsewhere, please indicate location:

Notes & Additional Instructions or Requests

Please include any additional information that would be useful to help us tailor your service to your wishes. This might include visiting clergy or liturgy from a specific Prayer Book. Note that requests must fall within the constraints of what is permitted by the Prayer Book rubrics.