

# Funeral Planning Checklist

**Call the funeral home** to find out which arrangements they will handle for you.

**Decide which location and times for calling hours and service.**

If you decide to use Grace, contact the Grace Church Facility Scheduler to reserve the rooms you'll need. Also specify if you'd like to have a luncheon, and the number of guests you expect.

Cindy King | cindy.king@gracecma.org or (440) 243-4885 X173

**If you have a preferred officiant for the funeral**, you may contact them or request the funeral home to contact them on your behalf. If you have no preference, a pastor will be selected for you based on availability.

**Choose the Scriptures, songs, and musicians** you'd like to have included in the memorial service.

**Meet with your chosen officiant** to share your ideas for the service.

**Decide who will print song lyrics**, if relevant.

**If services are at Grace, please submit your facility payment** prior to the funeral service date.

**Notes:** \_\_\_\_\_

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