

MEMORIAL SERVICE WORKSHEET

Immanuel Presbyterian Church • 9252 E. 22nd Street • Tucson, AZ 85710 • 520-296-2253

This worksheet is designed to help you plan the memorial service or funeral for someone who has died. It may be downloaded at immanuelpc.org. Please print clearly to assure correct spelling.

Full name of deceased (first, middle, last): _____

Maiden name, or other names known by: _____

Next of kin: (Please give complete name[s], address, phone, and email address for the main person(s) to contact regarding this memorial service.)

Deceased's address: _____

Date of birth: _____

Place of birth (City, State): _____

Date of death: _____

Place of death (City, State): _____

Dates and locations of baptism and confirmation:

Spouse's name(s): _____

Date(s) and location(s) of marriage: _____

Family members: *(In naming siblings, children, grand-children and great-grandchildren please note those who are deceased. You are welcome to include the names of the spouses of these family members.)*

Names of parents, including mother's maiden name:

Names (and city/state) of siblings: _____

Names (and city/state) of children: _____

Names of grandchildren: _____

Names of great-grandchildren: _____

Names of other survivors: *(May include great-great-grandchildren, nieces, nephews, and others you would want named in the obituary.)*

Disposition of remains: ___ Cremation ___ Burial ___ Other: _____

Name of mortuary: _____

Name of cemetery or memorial garden: _____

Do you wish to have a ___ memorial service (a service that usually follows cremation or burial or other disposition of remains) or a _____ funeral (a service with body present)?

Name of pastor requested: _____

What scripture readings would you like to have read at the service? _____

What congregational hymns would you like sung during the service?

Which family members will participate in the service (reading scripture, speaking, etc)?

What wishes, if any, do you have for the reception or lunch following the service?

Dessert reception Light Lunch Catered Meal
 Provided by family No reception at church

Please attach a sheet(s) describing

- Information to be included in the obituary (education, training, occupation, hobbies, interests, passions, etc)
- A list of ways the deceased served here at Immanuel or in other churches.
- Your preferences regarding flowers, memorial gift designation(s), etc.
- Consider where, if appropriate, Memorial Gifts (see page 10 of the Memorial Service Guidelines) are to be sent, and include addresses when possible.

Your name: _____

Your home phone: _____ Cell phone: _____

Your email address: _____