

Memorial Service Information Checklist

Initial Questions

When are you planning on having the Memorial 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 Arvid conduct the Service unless Arvid is not available, then the Associate or Affiliate Minister will conduct the Service.
- Senior Members of First Church also have a priority to have Arvid 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 65 guests will need the Meeting House, 65 guests or fewer will need to be scheduled in the Chapel.
- First Church Members 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 Lot Closures. These services will also require a **Sound Technician**.
- Services held in the Chapel warrant Temporary Parking passes for guests.

<u>Costs:</u>	<u>Members</u>	<u>Non Members</u>
Meeting House	free	\$ 400.00
Clark Chapel	free	\$ 200.00
Lot Closure	free	\$ 400.00
Sound Tech. (Sun-Thurs)	\$50.00/hour, min. 3 hours	\$50.00/hour, min. 3 hours
Sound Tech. (Fri & Sat)	\$65.00/hour, min. 3 hours	\$65.00/hour, min. 3 hours

Do you wish to have a **reception** following the service? Y / N

Approximate Number Attending: _____

- Receptions at First Church require an Event Coordinator. For Member Memorials, where a Church Group is providing the reception or organizing a potluck reception an Event Coordinator is not needed.
- The Event Coordinator should be contacted ASAP so as to speak with the family as much as possible regarding these details.

<u>Costs:</u>	<u>Members</u>	<u>Non Members</u>
Bard Hall & Kitchen	free	\$ 395.00
Bard Hall Patio	free	\$ 125.00
Common Room	free	\$ 200.00
Event Coordinator	\$25.00/hour, min. 2 hours	\$25.00/hour, min. 2 hours

Do you wish to have **music** during the service or reception? Y / N

- Ken Herman, has first priority to perform at all First Church Memorial Services and or receptions.
- Any live musical performance requires advance approval from the Director of Music before that act or musician is able to be booked for the event.
- Recorded music can only be played through the First Church sound system for Services in the Meeting House and/or receptions on Bard Hall Patio. Other locations will require the family to arrange a boombox or radio for paying recorded music.

<u>Costs:</u>	<u>Members</u>	<u>Non Members</u>
Ken Herman	\$ 250.00	determined by Ken Herman

