

FUNERAL AND MEMORIAL SERVICE PLANNING FORM

Planning a Service

- Officiating Pastor: _____
- Service Location (Sanctuary or Chapel): _____
- Day & Time: _____
- Reception (yes or no): _____
- Number of guests expected: _____
- Number of reserved Pews: _____
 - *6 to 8 can comfortably sit per pew (this includes immediate family walking in and anyone planning to speak at the podium):
- Number of printed bulletins: _____

Additional Information Needed from the Family:

- Please confirm the family member and address to receive contribution notifications:
Name: _____
Address: _____
- Please confirm how the deceased's name should be listed on the All Saint's Banner (if a Chapelwood Member): _____
- Chapelwood Columbarium: The Columbarium is available to those who are members of Chapelwood and their immediate families or for those who have served Chapelwood as staff or clergy and their immediate families.
 - Yes
 - No
 - I'd like more information

Bulletin – Please Send:

- How would you like the name listed on the bulletin?: _____

- A bio (or obituary). Please see bulletin examples for reference.
- 2 pictures for the bulletin.
- 1st Picture: A clear portrait for the cover.
- 2nd Picture: A picture with family, earlier in life, or doing a hobby or interest they enjoyed.
- Speakers/Words of Remembrance: Please designate 1-3 people to read scripture or words of remembrance.

- Scripture: _____
- Scripture: _____
- Remembrance: _____
- Remembrance: _____

- Bulletin Fee: There is a \$0.15 fee per bulletin (\$15.00 for 100).

Address/Information for the Chronicle:

- If obituary is sent to the Houston Chronicle or other newspaper outlet, the address for the service is: Chapelwood UMC, 11140 Greenbay Street, Houston, TX 77024

Order of Worship and Music:

Think about songs or hymns (sung solo or congregationally), you would like to have. For some assistance in determining music, please refer to the bulletin examples. Cameron Cody is our Director of Music and will approve selections and/or make recommendations as needed.

- Preferred Musician: _____
- Hymn Selection: _____
- Hymn Selection: _____
- Hymn Selection (optional): _____
- Solo Selection (optional): _____
- Solo Selection (optional): _____

Technology:

- There is a \$300.00 fee for technology as two (2) techs are required for service (ie. mic, sound, and lighting setup). An audio recording is included in the fee.
- Slideshow (optional, included in the tech fee)
 - If you plan to have a slideshow, **Do not** set your slideshow to music.
- **Our tech team requires everything be submitted at least 48 hours prior to the service.**
- Slideshow formats and sending: JPEG images cropped and in order, PowerPoint, or movie formats Mp4 or MOV
 - We do not have the capacity to scan or download individual images to create a slideshow. Images must be completed and in one of the above formats.
- Please email it to jlara@chapelwood.org and technology@chapelwood.org, DropBox to technology@chapelwood.org or provide a thumb drive.

Optional Technology Add-On's:

- Live Stream: An additional \$300.00 fee applies as additional techs will be required. This will allow guests to view from home during the live service (they could not go back and download or watch the service after the fact).
- Video Recording: An additional \$150.00 fee applies. A video link is sent within 48 hours following the service to the family to download/save and share with others. The video recording does not include the slideshow – the recording begins at the entrance of the family and continues to the end of the service.

Reception:

- Receptions are available and encouraged. Packages are priced per person.
 - Package 1: Cookies, punch, coffee, tea, water - \$6/per person
 - Package 2: FRUIT, cookies, punch, coffee, tea, water - \$7/per person
 - Package 3: CHEESE & CRACKERS, fruit, cookies, punch, coffee, tea, water - \$8/per person
 - Package 4: FINGER SANDWICHES, cheese & crackers, fruit, cookies, punch, coffee, tea, water - \$10/per person
 - Package 5: PETIT FOURS, finger sandwiches, cheese & crackers, fruit, cookies, punch, coffee, tea, water - \$14/per person
 - Custom: Options can be discussed, and a menu created

Guest Book:

- We offer a quality leather guest book plus pen for \$30.00.

Flowers:

Below are three florists we often use/recommend. You may choose a different florist if you prefer, however, these florists are familiar with Chapelwood and our policies.

- Colony Florist - Susan, 713-468-9676
- Flowers by Nino, 281-873-6466
- Lexis Florist, 713-774-8080

Please let us know which florist you have selected. We will contact them for delivery.

- Sanctuary Recommended Flower Setup:
 - One medium to large sized vase arrangement for the altar
 - One medium to large arrangement for the reception table
 - One small arrangement is recommended for setting next to the Guest Book
- Chapel Recommended Flower Set Up:
 - Two medium to large sized vase arrangement for the pedestals next to the altar
 - One medium to large arrangement for the reception table
 - One medium to small arrangement is recommended for setting next to the Guest Book

Security

- Any service that has an expected attendance of 100 people require security. The fee is \$50 per hour with a 3-hour minimum.

Timeline

- Please submit slideshow presentation, invoice payment, and give final bulletin **approval two days (48 hours) before the service**. This ensures our staff have time to correct or clarify any problems prior to the service.