

The Nuts & Bolts
of
Planning a
Memorial Service

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It Takes a Multidisciplinary Team!

- Physicians
- Chaplains
- Nurses
- Dieticians
- Office Staff
- Social Workers

Location! Location! Location!

- Is it a centralized location?
- Is it a comfortable environment?
- Is it handicapped accessible?
- What are the available resources?

Items on the Agenda

- Budget
- Music
- Equipment
- Flowers
- Invitations
- Programs
- Refreshments

Making It Personal

- The Guest Book
- Name Tags
- Memory Boards
- Listing the Names/Reading the Names
- Candles of Memory, Wisdom, Hope and Sacred Presence
- Chimes or Music

The "Little Things" Along the Way

- Contacting Musicians, Caterers, Etc
- Creating Invitations
- Collecting Names/Mailing Invitations
- Organizing the Service
- Assigning Parts
- Taking Care of the Last Minute Details

The Service of Remembrance

- Prelude
- Greeting
- Invocation
- Hymn
- Reading

Service of Remembrance, cont'd

- Remembering Those We Love
- Lighting of Candles/Litany of Remembrance
- A Sending Forth
- Postlude

Refreshments/Fellowship

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- And the Responses?

Memorial Service Invitations

Service of Remembrance

An invitation is extended to you and your family to attend a Service of Remembrance honoring those loved ones who have died from chronic kidney disease.

A thoughtful service of readings and music, followed by an opportunity for fellowship are planned. Light refreshments will be provided.

Sunday, May 23, 2010
2:00 PM
Calvary Church
1051 Landis Valley Road
Lancaster, PA 17601

Music will begin at 1:30 p.m.

You are invited to bring a picture of your loved one for display on a Memory Board

We would like to honor the deceased by reading their names during the service. In order to do this, we must have your permission in writing. If you would like your family member honored in this way, please complete the enclosed form and return it in the envelope provided.

*Your reply is requested by April 30, 2010
For more information, please call Barbara Ives
At (717) 544-3122.*



Service of Remembrance RSVP

_____ I/We will attend. _____ I will not be able to attend.

_____ Number of people attending.

Please print names of people attending: _____
(so name tags can be made)

If you would like your loved one's name read aloud, please complete the following:

I _____ give permission to have the name of _____
(print your name) read during the Service of Remembrance
(print name of deceased) to be held at Calvary Church on May 23, 2010.

(Signature) (Date)

Phone number we can call if needed: _____

