

Funeral Reception Planning Checklist

Funeral Reception Time & Place



Date _____ Start time _____ End time _____

Follows funeral services (check one):

Yes

No

Location: _____

Address: _____

Contact: _____

Inclusions: _____

Amenities: _____

Restrictions: _____

Parking: _____

Special Instructions: _____

Payments:

No payment needed

Deposit paid

Full payment

- Guest Notification:
 - Invitations: _____
 - Social Media: _____
 - Other: _____

Funeral Reception Planning & Hosting Volunteers

- Planning Tasks:
 - Find/Book venue: _____
 - Guest notification materials: _____
 - Food and drink menus: _____
 - Decorations: _____

- Reception Volunteers:
 - Set Up Volunteers:
 - Set up time: _____
 - Names: _____

- Clean Up Volunteers:
 - Set Up time: _____
 - Names: _____
- Other Volunteers: _____

Funeral Reception Food & Drink

Food and Drink Provided:

Yes

No

Refreshments Provided:

Sit-down meal

Pot-luck buffet meal

Appetizers and finger foods

Desserts

Beverages

Other: _____

Meal Provider(s):

Food Vendor: _____

Address: _____

Contact: _____

Menu Items: _____

Beverages: _____

Individual Donations: _____

Name: _____ Dish: _____

Name: _____ Dish: _____

<input type="checkbox"/>	Name: _____	Dish: _____
<input type="checkbox"/>	Name: _____	Dish: _____
<input type="checkbox"/>	Name: _____	Dish: _____
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<input type="checkbox"/>	Name: _____	Dish: _____
<input type="checkbox"/>	Name: _____	Dish: _____

Tablewares Needed:

<input type="checkbox"/>	Tablecloths	Number: _____	Provided by: _____
<input type="checkbox"/>	Plates	Number: _____	Provided by: _____
<input type="checkbox"/>	Napkins	Number: _____	Provided by: _____
<input type="checkbox"/>	Silverware	Number: _____	Provided by: _____
<input type="checkbox"/>	Cold cups	Number: _____	Provided by: _____
<input type="checkbox"/>	Hot cups	Number: _____	Provided by: _____
<input type="checkbox"/>	Stir sticks	Number: _____	Provided by: _____
<input type="checkbox"/>	Plates:	Number: _____	Provided by: _____
<input type="checkbox"/>	Other: _____	Number: _____	Provided by: _____

Funeral Reception Decorations

Photo Display(s):

Type: _____

Amount: _____

Creator: _____

Flowers:

Seller: _____

Contact: _____

Cost: _____

Donations:

Number of arrangements: _____

Transport arrangements from funeral: _____

Table Centerpieces:

Type: _____

Number: _____

Other: _____

