lovetoknow
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Planning a Celebration of Life

Checklist for Easy Organizing

- ☐ Create a Guest List for the Event
  - ☐ Family?
  - ☐ Friends?
  - ☐ Work place / School?
- ☐ Decide Upon Preferred Date and Time of Event
- ☐ Select and Secure a Location for the Event
- ☐ Agree Who Will Orchestrate the Celebration
  - ☐ Member of the Family?
  - ☐ Pastor?
  - ☐ Funeral Celebrant?
- ☐ Make Food / Beverage Decisions for the Celebration
- ☐ Select Group Activities for the Celebration
  - ☐ If Eulogy, Notify Who Delivers
  - ☐ If Sharing, Pre-determine Two or Three to Present Aspects of Loved One's Life
- ☐ Determine What Readings or Music to Include
  - ☐ Which Ones Will Be Used?
  - ☐ Who Will Present Them?
- ☐ Order Invitations for the Celebration
  - ☐ Preparation and Printing
  - ☐ Mailing
- ☐ Prepare Order of Service Program
- ☐ Gather Finishing Touches for the Celebration
  - ☐ Decorations for Setting
  - ☐ Personal Memorabilia of Loved One
  - ☐ Pictures