

MEMORIAL SERVICE WORKSHEET

1. Name to be printed on the Bulletin _____

Date of Birth _____ Date of Death _____

Officiating Pastor _____ Organist _____

2. Service Date* _____ Time * _____

Sanctuary (seats 900) _____ Chapel (seats 140) _____

*Services are to take place during the following custodial hours:

Monday-Thursday 7 am- 8:30 pm

Friday 7 am- 4:00 pm

Saturday 7 am- 1:30 pm

*Services that begin or last past staffing hours will require overtime pay for custodians.

Reception location _____ Caterer _____

Petaluma Catering (located on site) may be reached at (214) 749.-0299.

Parlor Receptions are limited to 40 persons with light refreshments only.

3. Family Contact #1 Name _____ Relationship _____

Address _____ Phone _____

Email _____

Family Contact #2 Name _____ Relationship _____

Address _____ Phone _____

Email _____

4. Number of Bulletins _____ Reserved Pews _____ Parking spaces _____

5. Optional music: Soloist/Instrumentalist _____

The Selection is noted on the Bulletin Worksheet, and the fee will be determined by the Music Department.

6. Family Responsibility Sheet summary

- Flower Arrangements: One ____ or Two ____ Easel for Portrait _____
- Guest Book: Loose pages to be provided? _____
- Slideshow (family to bring Laptop, USB, or DVD 24 hours prior to service)
Jubilee Hall: Projector _____ Parlor: TV/DVD _____
- Live Stream: Sanctuary only, if tech support is available: (fee \$200) _____

Inurnment in PHPC Columbarium

Date _____ Time _____ Number in Attendance _____

Delivery of Cremains: by funeral home (name) _____ or family _____

expected date and time of delivery: _____

Offsite Funeral Service

Date _____ Time _____ Funeral Home _____

Location _____ Private? _____ or Public? _____

Notes for Back of Bulletin

Obituary to be provided? _____ Published? Where? _____

Photograph to be provided? _____

Name and address of Organization to receive Memorial Donations:

Information for Back of Bulletin must be provided 48 hours before the date of the funeral.