

**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) \_\_\_\_\_

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 \_\_\_\_\_

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Family Contact #2 Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

4. Number of Bulletins \_\_\_\_\_ Parking spaces \_\_\_\_\_ Reserved Pews \_\_\_\_\_ (6 for Chapel;  
10 Sanctuary)

5. Optional music: Soloist/Instrumentalist \_\_\_\_\_

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

- 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 Creains: 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:

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