Unit’s Memorial/Funeral Service Checklist

Note: Unit is lead for organizing the service, and unless otherwise specified or arranged, for accomplishing all items on this checklist. Chapel staff will be actively engaged to advise and support all along the way.

Pre-Planning

☐ Coordinate desire for service w/chaplain/chaplain assistant
☐ Determine location and availability of facility and time of event inclusive of set-up and clean-up times
☐ Complete Facility Request for chapel sanctuary/multi-purpose room/kitchen/conference room at Chapel Center (include day prior for set-up, if desired and available)
☐ ID religious background of deceased/provide bio to chaplain

Service Planning

☐ Specify uniform /attire/ for service participants and attendees (military and civilian)
☐ Select individuals to do readings, give eulogy, share memories (generally not to exceed three speakers – one is optimal, 2 acceptable, 3 challenges the flow/intent of Svc; recommended target of 3 minutes each)
☐ Select music (live or taped) if desired. Chapel staff can assist with local musicians; if so, determine whether chapel staff will coordinate music/musicians. Chapel staff will advise on the appropriateness of musical selections
☐ Purchase floral tributes and arrange with florist to deliver to designated chapel on the day of service
☐ Prepare pictorial tribute, provide easel for display
☐ Purchase memorial service registry (guest book), memorial cards (as desired); determine placement of book and cards in narthex (entry) of chapel
☐ If video or audio tribute is desired, prepare video and/or audio tribute for use during service; prepare and have available for test run during rehearsal, chapel staff will assist during rehearsal and service
☐ Verify number of stands, tables needed for floral/pictorial displays in sanctuary and Multi-Purpose Room; seek esthetic guidance from the chapel staff.
☐ Determine if there will be a receiving line at the conclusion of the service and work with chapel staff on the location and flow of the receiving line

☐ Determine internal publicity for service, including notification of base and command leadership

☐ Assign individuals to remove flowers and other tributes following service and return chapel to clean appearance

☐ Assign individuals to place memorial register book memorial, memorial cards, and other displays

☐ Work with Chapel Staff to coordinate how family/DVs will enter chapel

☐ Determine number of reserved seating needed/seating for service participants/seating for DVs in chapel

☐ Report to chapel staff names and ranks of DVs for parking stanchions

☐ Assign individuals to serve as ushers to hand out programs/assist guests to their seats/ID restrooms/tissue boxes

☐ Contact Honor/Color Guard (if desired and authorized)

☐ Chapel does not provide paper or funds to print programs, table coverings, floral arrangements, or refreshments

**Funeral Service**

☐ Will cremains/remains be present?

☐ Will a funeral director be present?

**Memorial Service**

☐ Remains / cremains will not be present?

**Programs**

☐ Select elements of service (music, sermon, prayers, scripture readings eulogy, sharing memories, video, etc.) in coordination w/chaplain

☐ Produce/print program only after approved w/chaplain
**Reception**

- Assign individuals to set up reception/prepare food/prepare coffee, etc.
- Clean Multi-Purpose Room IAW chapel use OIs

**Day Prior**

- Unit may set up sanctuary/Multi-Purpose Room in advance if facility is available and reserved
- Reserve Rows 1-3 in front of the pulpit for Family, Program Participants, DV’s & Squadron Leadership
- Reserve Rows 1-2 opposite pulpit for Squadron Members
- Unit may rehearse speaking parts w/public address system (if chapel staff is available)
- Pre-Brief members that chapel courtyard is No Hat/No Salute Area

**Day of Event**

- Coordinate w/musicians and/or taped music preparation
- Check all floral/pictorial tribute positions in chapel
- Place memorial registry (guest book) and memorial cards on table in narthex (entry)
- Position individuals at memorial register book (ensure for smooth flow of guests in and out of building) and to close registry 10 minutes prior to start of service
- Reserve Rows 1-3 in front of the pulpit for Family, Program Participants, DV’s & Squadron Leadership
- Reserve Rows 1-2 opposite pulpit for Squadron Members
- Check video/audio and public address system in coordination w/chapel staff
- Brief ushers on duties and expectations, DV responsibilities, location of rest rooms, etc. Give programs to ushers
- Brief Honor/Color Guard
- Brief service participants
- The Family, Unit CC, Group CCs, Directorates and Above will have reserved parking on the Community Center side of the Chapel
- Escorts will greet family/DVs at reserved parking spaces, escort to private room prior to service/have copies of program in family/DV room
- Coordinate family/DVs entrance to chapel
- Designate person to give signal to musicians/service participants to begin service
- Assign ushers to assist with exit of guests from chapel seating
- Designate Squadron members to remove flowers, tributes, and registry from chapel following service
- Remind members that chapel courtyard is No Hat/No Salute Area

**Chapel Staff will provide:**

- Preparation of chapel space – lighting, AC, public address system including microphone checks
- Pre-place DV parking signs
- A private room for family and/or DVs prior to the service/water and glasses
- Chapel Staff present day of event to assist with logistics

**Memorial Service Program Template**

- Welcome
- Posting of Colors (optional)
- Invocation
- Opening Remarks
- Scripture Readings
- Hymn or Special Music
- Brief Remarks of Remembrance by Unit/Family Member and CC (optional)
- Message
- Hymn (optional)
- Retiring of Colors (optional)
- Roll Call (optional)
- Taps
- Prayer of Accommodation (?)
- Benediction