



## FUNERAL PLANNING – ECC Lakeville

Persons desiring to hold a Memorial Service or Funeral at Evergreen-Lakeville should contact an Evergreen-Lakeville pastor of their choice (if no preference, contact Charlie Meyer). This document has been designed as a guide for the pastors' use to collect necessary information for the logistical part of the Memorial Service or Funeral.

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Name of Deceased: \_\_\_\_\_ Date of Death: \_\_\_\_\_

Deceased's Relationship with Evergreen: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Relationship to the Deceased: \_\_\_\_\_

Contact Phone: (Work): \_\_\_\_\_ (Home): \_\_\_\_\_ (Cell): \_\_\_\_\_

Funeral Home, Address, Contact, Phone: \_\_\_\_\_

Florist, Contact, Phone: \_\_\_\_\_

### SUMMARY

- Visitation at Evergreen-Lakeville the evening before the service.  
*Note: Given facility usage, only Monday, Tuesday, Thursday, and Saturday evenings are available.*
- Visitation at Evergreen-Lakeville immediately prior to service
- Funeral OR  Memorial Service
- Reception at Evergreen-Lakeville following the service

FACILITY RESERVATION Date Completed: \_\_\_\_\_

Visitation Prior Evening Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Chapel  Lobby  Sanctuary  Kitchen  Other \_\_\_\_\_

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Visitation Before Service

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Chapel     Lobby     Sanctuary     Kitchen     Other \_\_\_\_\_

Service

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Chapel     Sanctuary

Reception

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Chapel     South Hall     North Hall     Kitchen     Other \_\_\_\_\_

**DETAILS**

**VISITATION(S) AT EVERGREEN**

Cremation     Closed Casket     Open Casket

***Evening before service***    Date: \_\_\_\_\_ Start/End Times: \_\_\_\_\_

***Note: Given facility usage, only Monday, Tuesday, Thursday, and Saturday evenings are available.***

Estimated number in attendance: \_\_\_\_\_

Any special decorations?     Yes     No

If yes, what? \_\_\_\_\_

Who will provide? \_\_\_\_\_ Phone Number: \_\_\_\_\_

Notes:

***Immediately prior to service***    Date: \_\_\_\_\_ Start/End Times: \_\_\_\_\_

Estimated number in attendance: \_\_\_\_\_

Any special decorations?     Yes     No

If yes, what? \_\_\_\_\_

Who will provide? \_\_\_\_\_ Phone Number: \_\_\_\_\_

Notes:

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**SERVICE**

Funeral

Memorial Service

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Estimated # in attendance: \_\_\_\_\_

Officiating Pastor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Live music?  Yes  No

Music/files provided by? \_\_\_\_\_ Phone Number: \_\_\_\_\_

Projection system needed?  Yes  No

Who will provide the file? \_\_\_\_\_ Phone Number: \_\_\_\_\_

Any special decorations?  Yes  No

If yes, what? \_\_\_\_\_

Who will provide? \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Technicians:**

Sound technician: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Projection technician: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Service Content**

Prayers: \_\_\_\_\_

Music: \_\_\_\_\_

Scripture: \_\_\_\_\_

Message: \_\_\_\_\_

Eulogies: \_\_\_\_\_

Other: \_\_\_\_\_

**After Service Reception at Evergreen**

Date: \_\_\_\_\_ Start/End Times: \_\_\_\_\_ Estimated # in attendance: \_\_\_\_\_

**Note: Given facility usage receptions must end by 5:00 p.m. on Wednesdays and Fridays.**

Catered

- Luncheon
- Beverages, bars, cakes, cookies, etc.

HEART Ministry\*

- Luncheon
- Beverages, bars, cakes, cookies, etc.

\* Limited to volunteer availability

South Hall OR  North Hall

Any special decorations?  Yes  No

If yes, what?

Who will provide? \_\_\_\_\_ Phone Number: \_\_\_\_\_

Reception Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Note: reception in North Hall is limited to seating for 140 people and South Hall is 80; luncheon provider will need to provide paper plates, cups, utensils, paper napkins, table cloths, serving utensils, serving plates, coffee makers, coffee and all condiments.**

Notes:

**Flowers**

- Members of the deceased’s family will remove all flowers from ECC after the service
- Family will leave flowers for ECC’s use and disposal
- Other: \_\_\_\_\_

**Interment**

Date: \_\_\_\_\_ Start/End Times: \_\_\_\_\_

Location: \_\_\_\_\_

Officiating Pastor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Notes:

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**FEES**

	<b>ECC Members</b>	<b>Non-Attenders</b>
Visitation - Chapel ( <i>if evening prior to service</i> )	No charge	\$ 40
Service – Sanctuary	No charge	\$150
Service – Chapel	No charge	\$ 115
Reception – North Hall/South Hall	No charge	\$ 40
Reception – Kitchen	No charge	Included
ECC Funeral Coordinator	\$100	\$100
ECC Sound Technician	\$ 75	\$ 75
ECC Projection Technician	\$ 50	\$ 75
ECC Custodian –Service with Visitation	\$100	\$100
ECC Custodian – Prior Day Visitation	\$ 50	\$ 50
ECC Custodian – Reception	\$100	\$100

Total Fees Due: \$\_\_\_\_\_ **Note: Checks should be made out to: Evergreen Community Church.**

**PASTOR CHECKLIST**

- \_\_\_\_\_ Contact ECC-Lakeville Funeral Coordinator
- \_\_\_\_\_ Make facility reservations for visitation/service/reception
- \_\_\_\_\_ Contact sound and projection technicians
- \_\_\_\_\_ Notify church office of visitation and service date/times so office can handle inquiries
- \_\_\_\_\_ Contact Jim Lathrop regarding custodial needs
- \_\_\_\_\_ Turn in check for fees to Jim Bird, Finance Director