



FUNERAL PLANNING – EC 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: _____

Version 2– 4/13/12

Visitation Prior Evening

Date: _____ Start Time: _____ End Time: _____

Chapel Lobby Sanctuary Kitchen Other _____

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:

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 EC after the service
- Family will leave flowers for EC’s use and disposal
- Other: _____

Interment

Date: _____ Start/End Times: _____

Location: _____

Officiating Pastor: _____ Phone Number: _____

Notes:

FEES

	EC Members	Non-Attenders
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
EC Funeral Coordinator	\$100	\$100
EC Sound Technician	\$ 75	\$ 75
EC Projection Technician	\$ 50	\$ 75
EC Custodian –Service with Visitation	\$100	\$100
EC Custodian – Prior Day Visitation	\$ 50	\$ 50
EC Custodian – Reception	\$100	\$100

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

PASTOR CHECKLIST

- _____ Contact EC-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