

Planning the service

Fill in what you know and leave the rest. The gaps are the conversation to have with whoever is leading the service.

The day

Date and time

Where

Who is leading it

Anything afterwards, and where

Music

As people come in

During the service

As people leave

| If a recording is being played, ask who is playing it and on what.

Words

Reading, and who will read it

Reading, and who will read it

Eulogy, and who will give it

Anyone else who wants to speak

| Ask each person to time themselves reading it aloud. Two people who each planned four minutes and took eleven is the commonest way a service overruns.

The practical part

Bearers, and who is arranging them

Flowers, or a charity instead

Order of service: who is printing it, and how many

Photographs or a video, and who is bringing them

Transport, and who is in which car

Anyone who needs a seat kept, or step-free access
