

GUIDE FOR PLANNING

A MEMORIAL SERVICE

PRESENTED BY

Seaman - Blanke Funeral Service



Seaman-Blanke
FUNERAL SERVICE
*"Caring people caring
for your loved ones
since 1934"*

- ◆ Serving all cemeteries & all faiths
- ◆ Traditional & graveside services
- ◆ Burial Insurance
- ◆ Pre-arranged funeral plans
- ◆ Monument Sales

*Locally owned by
Bill & Judy Seaman*

789-2531
806 Walnut - Chelsea

**806 Walnut / Hwy 66
Chelsea, Oklahoma 74016**

Tel: (918) 789-2531

www.seaman-blanke.com

Planning For The Service

_____ Discuss with all involved their ideas about a service that is personal and provides meaning and support. Items such as when and where the service will be held, who will be involved, what will be said and done to commemorate the life, and whether to have a time of fellowship prior to or following the service should be addressed.

_____ Verify with the clergy or other celebrant the date, time and place of the memorial service before the funeral home notifies the newspapers. We must send this information to the newspaper no later than 3 p.m., on weekdays, the day before it is to run in the paper. On weekends, deadlines vary. Please consult with us early to verify deadlines.

_____ Contact others who will be participating and confirm their availability. Some possible contacts will be musicians, the church office, friend's and/or family participants and those arranging the fellowship.

_____ If burial of the cremated remains is the final disposition; contact the cemetery, prior, to your arrival. They will advise you as to the hours of service. Most Cemeteries require payment of their fee prior to the interment and may have documents for you to complete.

_____ Contact all florists if flowers are desired and arrange for delivery time and place. Arrange for someone to be responsible for receiving and setting up floral displays. You may call the church custodian to see if he/she will leave the church open for you or stay there to meet florists as they deliver flowers.

_____ Arrange for a guest register book, memorial folders and/ or prayer cards if desired. For bulletins, the leader of the service may assist you in developing the service order and printing it in handout format.

_____ Collect memorial items or photos, which you may wish to have present at the memorial service. Arrange for tables, stands and easels to display these items on.

_____ Collect honoraria for participation in the memorial service.

_____ You may want to provide our funeral home with the phone number for a family member who has voice mail or a cell phone. We can refer calls about services, etc., to this number. Be prepared to receive calls at all times of the day or night.

The Day of the Service

_____Several hours in advance of the service, parking areas for the family should be identified and reserved.

_____If the memorial service is in a public place, provide a minimum of two individuals to assist with seating of guest, plus others who may assist in the parking of vehicles.

_____A representative from the family should arrive at the location of the service at least one hour prior to the service to: (1) receive and arrange flowers on stands, tables, floors, etc. (2) reserve seating for all family.

_____Have someone available who is knowledgeable about the location of rest room, water fountains, and exits in case of emergency.

_____If it is raining, you may wish to appoint people to bring large umbrellas to assist people from their cars to the building.

_____Someone should have a cell phone to summon medical assistance in case of emergency.

_____Have someone stationed near the entrance to encourage those attending to sign the register book. If a register book has not been purchased, you may want to have some type of stationary so people can note their attendance.

_____Display boards, tables for showing photographs, reserved seating signs, umbrellas, parking signs, register stands, easels, memorial tables and flowers stands are not provided by most churches or public facilities. You should have in mind how these things should be substituted. A rental agency might be considered at you might appoint someone to arrange these items for you.

_____At the conclusion of the service, an invitation should be extended to those in attendance to join for fellowship. It will be necessary to ask someone to make that announcement.

_____All honoraria should be distributed to participants who might include clergy, musicians, sextons, church custodians, sound technicians, fellowship coordinators, etc.

_____If you are traveling to a cemetery for the committal service, it will be necessary for someone to organize automobiles in an orderly fashion to provide for a smooth, safe flow and to provide directions to the cemetery. You may want to call local law enforcement personnel to provide an escort; however, this service is rarely available in our area. A person should be designated to care for the urn and any paperwork with cemetery officials.

Following the Service

_____ Following the service, it will be necessary for someone to remain to care for flowers, register book and general "pick up" of the facility. Most churches expect the sanctuary to be restored to the condition it was in prior to the service.

_____ You may want floral pieces to be delivered to places of special meaning, such as the family residence, nursing home or cemetery. Someone should be designated to take care of this detail.

_____ You will need to return all items rented or borrowed for use during the service.

_____ Appropriate acknowledgements should be made to participants and others who supported through food, memorial gifts, flowers, etc. We have a selection of acknowledgement cards available for this purpose.

Traditional or Personalized Funerals - Memorial DVD
Cremation - Graveside Service - Monuments - Pre-Planning

**Seaman-Blanke
Funeral Service**

Chelsea's Only Locally Family
Owned & Operated Funeral Service

Our Service is Comprised of Dignity,
Respect and Honor



918-789-2531
806 Walnut , Chelsea, OK

   

www.seaman-blanke.com

It is our sincere hope that these guidelines assist you with the arrangement and delivery of a meaningful memorial service.

Our professional staff is always available to support and assist with any need you may have.