

Considering coordinating a memorial service coordinated through your church? We've prepared a comprehensive list of everything that you will be responsible for:

- 1. Identify the location and time of the service, reserve these as needed.
- 2. Select clergy, celebrant, or person of your choosing to officiate the service.
- 3. Determine the elements of the service (music, sermon, prayer, scripture, readings, eulogy, sharing from friends and/or family, video, etc).
- 4. Determine the order and timing of the service.
- 5. Select specific music and instruments to be used and who will perform the selections.
- 6. Prepare any video or audio that will be used in the service.
- 7. Transfer any floral arrangements delivered to the funeral home over to the church or place of service.
- 8. Transfer urn from funeral home over to the church or place of service.
- 9. Display floral arrangements.
  - a. Make sure that you have met with church or facility representative to determine where and where not floral arrangements may be placed.
  - b. Ensure floral arrangement set-up is completed at least one hour prior to the scheduled service time.
- 10. Designate someone to ensure timely and accurate removal of floral arrangements and delivery of these floral arrangements to cemetery, your home or designated donation site.
- 11. If there is a reception following, designate someone to move floral arrangements and any other displayed personal items to the reception area.
- 12. Provide a guest registry book.
- 13. Create an "Order of Service" to be printed in the program.
- 14. Have programs designed and printed.
- 15. Place the guest registry book at strategic entry points in the facility.
  - a. If there are multiple entries, make sure a table and registry pages are located at each entry.
- 16. Be set up and ready at the church to greet visitors an hour before the start time.
- 17. Meet with clergy/officiant and musicians prior to service to ensure that all participants understand the order of service and their contributions to the service.
- 18. Designate who will hand out programs.
- 19. Designate who will make sure all guests sign in.
- 20. Designate who will help find seating for guests and help those who are handicapped.
- 21. Provide the A/V person a copy of the video tribute.
- 22. Provide the A/V person a song list prior to service (if it's not live music).
- 23. If there are honorary pallbearers, pin the boutonniere on each one.
- 24. Provide the minister/officiant a clergy record.
- 25. Reserve adequate seating for all family members, special guests and groups.
- 26. Reserve a private meeting room or area for the family to gather prior to service time.
- 27. Determine if there will be a formal entrance and seating of the family prior to service starting.
- 28. Determine who will escort the family to their seats.
- 29. Determine order of seating and line up family members.
- 30. Discuss with clergy/officiant how the service will conclude. Will the family be escorted out to form a "receiving line" to greet guest?
- 31. Designate who will dismiss attendees from the service.
- 32. Designate who will lead the family out for the recessional.
- 33. Bring easels for large framed photo displays.
- 34. Bring tables with table cloths for personal item displays.
- 35. If there is a reception, designate someone to pick up and deliver the food.
- 36. If there are military honors, designate someone to be the point of contact for the organization providing the honors.
- 37. Ensure military honors are thoroughly coordinated.
- 38. Distribute honorariums to service participants including clergy, musicians, A/V staff, etc.
- 39. Designate someone to gather up all personal and displayed items after the service/reception.

## Breaking the Stigma: Redefining End of Life Ceremonies

At Walker Cremations, Funerals, and Gatherings, we believe that saying goodbye to a loved one should reflect their unique life and your family's personal values. For many, the idea of a traditional, formal, or religious-affiliated funeral feels outdated or unaligned with their preferences. That's why we've embraced a fresh, inclusive approach to honoring loved ones, one that feels meaningful, personal, and free of formality.

### Celebrate a Life Well-Lived with a Memorial Gathering

We're redefining how families honor their loved ones. For those who prefer simplicity and personalization over traditional, formal, or religious-affiliated funerals, our Memorial Gatherings offer a fresh approach.

Our goal is simple: to provide a warm, welcoming space for families and friends to gather, share memories, and celebrate a life well-lived in a way that feels meaningful to them.

Our experienced Funeral Directors double as Memorial Event Planners, ensuring every detail is handled with care and compassion.

- Assistance with creating a personalized event.
- Flexible options for formal or informal gatherings.
- Support in planning everything from intimate gatherings to larger celebrations.

### Why Choose a Memorial Gathering?

- Personalized Experiences: Every gathering is tailored to your family's wishes, reflecting the personality and spirit of your loved one.
- Relaxed Atmosphere: Forget rigid ceremonies—our inviting spaces allow for heartfelt connection in a comfortable setting.
- Inclusive Options: Whether you envision light refreshments, a casual toast, or an intimate remembrance, our team can help bring it to life.
- Flexibility for All Preferences: From quiet reflections to joyous celebrations, our facilities can accommodate any type of memorial event.

**Portland**  
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Portland, ME 04101  
**(207) 773-6511**

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Portland, ME 04103

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South Portland, ME 04106  
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[ConroyTullyWalker.com](http://ConroyTullyWalker.com)

[BlackFuneralHomes.com](http://BlackFuneralHomes.com)

## More Than a Funeral Home

Our facilities function as event centers, perfect for memorials that feel more like celebrations of life. Guests may find comfort in:

- Sharing favorite stories or simply being present.
- Raising a glass of wine, beer, or sparkling water in a relaxed toast.
- Enjoying light refreshments in a warm, inviting setting.

*"We are committed to breaking the stigma around end-of-life ceremonies by creating experiences that are personal, meaningful, and free from unnecessary formality. Our Memorial Gatherings are designed to provide families with the freedom to honor their loved ones in a way that truly reflects their personality and values—whether that means a quiet remembrance or a joyous celebration. It's about redefining traditions to celebrate life on your terms."*



**Adam Walker**  
Owner

Leave the details to us.

**Call today -**

**Portland & South Portland:**  
**(207) 773-6511**

**Springvale:**  
**(207) 324-4104**

