Funeral Information

Name of Deceased: ________________________________________

Date of Funeral or Memorial: _______________________________ Time: ___________________

Calling Hours: _______________________________________________________________________

Family Contact: _________________________________________ Phone: ___________________

Email: __________________________________________________________________________

Funeral Home: _______________________________________ Contact: ____________________

Email: __________________________________________________________________________

Phone: __________________________

Number of Leaflets Needed: _____________________________

Music Requested: ______________________________________

Name of Organist: _____________________________ Soloist: _____________________________

To be held in: _________ Sanctuary _________ Chapel

_____ funeral with casket _____ funeral with cremains _____ memorial service

Reception ________ yes _________ no Number of people expected ____________

______Reception in Hansen Dining Room ________Reception in Brewster Room

Food Requested: ________________________________________________________________

Flowers, if needed, any type or color preference? (we will do our best to accommodate any requests)

Sexton needed _______ yes ________ no

Notes:___________________________________________________________________________

________________________________________________________________________________

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________________________________________________________________________________

________________________________________________________________________________

See page 2 for costs
**Funeral Information**

### Breakdown of Funeral Fees (Separate Checks)

<table>
<thead>
<tr>
<th>Role</th>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priest</td>
<td>$250</td>
<td>$</td>
</tr>
<tr>
<td>Organist</td>
<td>$250</td>
<td>$</td>
</tr>
<tr>
<td>Soloist</td>
<td>$100</td>
<td>$</td>
</tr>
<tr>
<td>Flowers &amp; Altar Supplies</td>
<td>$100</td>
<td>$</td>
</tr>
<tr>
<td>Administrative Fee</td>
<td>$125</td>
<td>$</td>
</tr>
<tr>
<td>Color Leaflets</td>
<td>$1.00</td>
<td>$</td>
</tr>
<tr>
<td>Cleaning</td>
<td>$200</td>
<td>$</td>
</tr>
<tr>
<td>Reception: $75—$400 If the reception is held at St. Paul's, we ask that you make a donation based on the number of people and type of food.</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

**For Office Use**

- [ ] Priest
- [ ] Organist
- [ ] Business Manager
- [ ] Flower Committee
- [ ] Altar Guild
- [ ] Community Fellowship
- [ ] Ushers
- [ ] Security
- [ ] MC/Altar Server

**Additional Information**

- Priest: ____________________________________________
- Organist: _________________________________________
- Soloist: __________________________________________
- Ushers: __________________________________________
- Readers: __________________________________________
- MC/Altar Server: ___________________________ Altar Preparation: ___________________________
- Flowers: _________________________________________
- Reception Food and set up: __________________________

*Please work with our fellowship committee to decide on food and cost.*