

Memorial Service

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Memorial Service

Section 00 - General Information:

Key Positions:

Funeral Coordinator:
Survivor Liaison:
Funeral Home Liaison:
Service Coordinator:
Church Coordinator:
Reception Coordinator:
Personal Effects Coordinator:
Honor Guard Coordinator:
Escort and Parking Coordinator:
PIO:
Benefits Coordinator:
Department Liaison:

Service Information

Date of Service:
Time of Service:
Location of Service:
Location Contacts:
 Facility Contact:
 Audio Visual Contact:
 Maintenance Contact:

Logistical Information

Location and Contact of Funeral Home:
 Cremation or Burial
Location and Contact of Cemetery:
Military:

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Section 1 - General Questions:

1. The service begins at approximately _____ and will last _____ **minutes**. Will this be a problem?
2. What time can we begin our preparation on Tuesday morning? We would like to begin set-up at _____ **hrs**. Will this be a problem?
3. Can we begin set-up for the memorial service and reception on _____ night?
4. Do you have a copy of the facility lay-out (sanctuary, foyer, reception area, parking lot, family room, honor guard room, kitchen)?
5. What is the charge to use the facility?
6. Will there be janitorial service available?
7. Is there a charge for this?
8. Will there be a representative on site the entire time to answer questions and address issues that come up?
9. Will your sound person be available to assist?
10. Will we be lining up to do a Corridor of Honor when the casket is moved?
11. When the family package arrives, where will the casket be moved to?

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Section 2 - Sanctuary Questions:

1. Is there space on the stage for a podium?
2. Do you have easels we can use?
3. How many easels do you have?
4. What condition are they in?
5. Do you have a table for the one (1) flag, two (2) small shadow boxes?
6. Do you have table skirting?
7. Is there suitable location for media?
8. Is there suitable location for department video cameras?
9. Are there a projection screens in the Sanctuary?
- 10.If so, how many screens?
- 11.Can you project different images to the different screens?
- 12.Can they project a DVD onto the screen?
- 13.Can you play CD through the sound system?
- 14.Do you have a lapel or head-set microphone for the Chaplain?
- 15.Do you have a wireless handheld microphone for the other speakers?
- 16.Can the microphone be adapted to our podium?
- 17.Is there an electrical outlet available for the podium?
- 18.How large is the stage?
- 19.Are there 3 chairs for the stage?
- 15.Are there limitations for flowers?
- 16.Is there wheel chair access to the stage?

17. What is the quantity for each group for the seating areas?

Family: _____

Department personnel: _____

Department personnel with significant others: _____

Honor Guard: _____

Pipes and Drums: _____

Dignitaries: _____

Other Fire Department's personnel: _____

General Public: _____

18. What is the location and procedure for Chief Officers seating?

19. Fire Department personnel begin the filling the third row.

20. Where will the Pall Bearers be seated?

21. What will be the items on the stage and location on stage?

22. How many easels will be needed for the stage?

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Section 3 - Audio Visual Questions:

1. Will your sound person be available to assist?
2. Can you video tape the memorial service?
3. If so, from how many locations?
4. Do you have video camera operators or can we provide our own?
5. Is there a suitable location for television media?
6. Is there suitable location for Department video cameras?
7. Are there a projection screens in the Sanctuary?
8. If so, how many screens?
9. Can you project different images to the different screens?
10. Can you project a DVD onto the screen?
11. Can you play CD through the sound system?
12. Do you have a lapel or head-set microphone for the Chaplain?
13. Do you have a wireless handheld microphone for the other speakers?
14. Can the microphone be adapted to our podium?
15. Is there an electrical outlet available for the podium?

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Section 4 - Foyer Questions:

1. How many entry doors leading into the foyer?
2. Do you have tables for the guest books?
3. What size are the tables?
4. Do you have table skirting for the foyer tables?
5. How many tables will be needed for memory books?
6. Who will provide security for personal items on display?
7. How many tables will be needed for personal items?
8. Who will be handing out programs?

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Section 5 - Family Room Questions:

1. Do you have a room that can be used as a "Family Room" that can hold approximately ___ people?
2. Is it close to the Sanctuary?
3. Will the Casket/Urn be moved into the Family Room?
4. Will the church provide light snacks in the Family Room?
5. What time would you like the food and drink available in the Family Room?
6. Can we have additional snacks, such as pizza, in the Family Room?
7. How many chairs will be needed in the Family Room?
8. How many photos will be in the Family Room?

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Section 6 - Honor Guard Room Questions:

1. Do you have a room for the Honor Guard to change in?
2. Can this room be secured or will we need to post Explorers at the doors for security?
3. How many individuals from the Department will be part of the Honor Guard?
4. How many individuals from the State Honor Guard will be part of the Honor Guard?
5. How large will the Honor Guard contingent be?
6. Is it close to the Sanctuary?
7. Are there tables and chairs available for this room?
8. Can we have light refreshments in this room?
9. Are there restrooms near the Honor Guard Room?
10. Will the Honor Guard contingent need private rooms to change?

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Section 7 - Pipes and Drums Room Questions:

1. Do you have a room for the Pipes and Drums personnel to change in?
2. Can this room be secured or will we need to post Explorers at the doors for security?
3. Is it close to the Sanctuary?
4. How many Pipes and Drums personnel will be part of the contingent?
5. Are there tables and chairs available for this room?
6. Can we have light refreshments in this room?
7. Are there restrooms near the Pipes and Drums Room?
8. Will the Pipes and Drums contingent need private rooms to change?

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Section 8 - Reception Room Questions:

1. Do you have a room(s) suitable for the post-memorial reception?
2. Is there a staging area or kitchen we can use?
3. Is there equipment we can use? (Coffee makers, punch bowls, platters, etc.)
4. Are there tables and chairs for the reception? Do we want to leave a sufficient area for people to stand and talk?
5. Are there garbage cans and liners for the reception or do we have to supply them?
6. Are there table cloths for the reception tables?

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Section 9 - PIO Questions:

1. Do you expect to have a media presence at the memorial service?
2. Will you have a need for reserved parking for media vehicles?
3. Will the media want to have cameras in the sanctuary?
4. Will there be any outside still photographers there?
5. Will the Department be setting up any video cameras in the sanctuary?
6. Will you have video cameras in the parking lot to capture the procession?

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Section 10 – Medical Stand-by Questions:

1. Who will be coordinating medical stand-by?
2. How many personnel will the medical stand-by team consist of?
3. Do we need a dedicated staging area (Room) for them?
4. Can we put tables and chairs in the room?
5. Will a gurney fit in the room?
6. Can we have light refreshments in the room?
7. Do we need to provide reserved parking for ALS and BLS apparatus?

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Section 11 - Parking Questions:

1. How many on-site parking spaces are available?
2. How many handicap parking spaces are available?
3. How many overflow parking spaces are available?
4. How many people will we need to coordinate parking?
5. How many people in the family package?
6. Can we use either PD Explorers or FD Explorers to provide parking coordination?
7. How many fire and EMS apparatus are expected in the procession?
8. Do we expect some fire and EMS apparatus will come directly to the church?
9. Do we need to have dedicated parking spaces for the Medical Stand-by team?
10. Where will the apparatus from the Fire Department park?
11. Where will the reserve parking for apparatus from outside agencies be located?
12. How many apparatus, from the Fire Department, will be there?
13. What types and quantity of apparatus will be from the Fire Department?

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Section 12 - Procession Questions:

1. Will there be a procession?
2. How many vehicles will be in the family package?
3. Will there be any fire or EMS apparatus in the family package?
4. Will there be a motorcade with the family package?
5. How many fire and EMS apparatus will be in the family package?
6. Where will the procession be coming from?
7. What time do you expect the procession to arrive at the church?

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Section 13 – Program/Ceremony Questions:

1. What time does the memorial service start?
2. How long do you think the memorial service last?
3. How many speakers will there be during the memorial service?
4. Will there be any special dignitary speakers?
 - a. Will you need the podium on the stage?
 - b. How many easels will be needed on the stage?
 - c. How many tables will be needed on the stage?
 - d. What size tables will be needed?
 - e. Will the tables need to be draped with table clothes and table skirts?
 - f. What types of items will be on the stage?
 - g. How many chairs will you need on the stage?
 - h. Will you have music on a CD that will be played?
 - i. Will you have a slide show on a DVD that will be played?
5. Chaplain – Would you like a lapel or head-set microphone?
6. Do we need a wireless microphone for the other speakers?
7. Will there be need a microphone adapted to our podium?
8. Are there limitations for flowers?
9. Will we need wheelchair access to the stage?
10. Will the Casket/Urn be moved from caisson to the Family Room or the Sanctuary?
11. If so, will we be establishing a Corridor of Honor?
12. Will a Corridor of Honor be established for department personnel for the family procession at the beginning of the Memorial Service?

13. Has the family requested any special seating needs?

Family:

Department Chief Officers:

Department personnel:

Retired Department personnel:

City Employees:

Honor Guard:

Dignitaries:

Other Fire Department's personnel:

General Public:

14. What is the location and procedure for Department Chief Officers seating?

15. How will the remaining Department personnel sit?

16. Where will the Pall Bearers be seated?

17. When will the bunting be placed on Engine?

18. What items will be placed on the tailboard of Engine when the family package arrives?

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Section 14 – Fire Department Room Questions:

1. Do you have a room for the Fire Department personnel to assemble and relax in?
2. Can this room be secured or will we need to post Explorers at the doors for security?
3. Is it close to the Sanctuary?
4. Are there tables and chairs available for this room?
5. Can we have light refreshments in this room?
6. Are there restrooms near the Fire Department Room?

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Section 15 – Fire & Police Explorer Room Questions:

1. Do you have a room for the Fire and Police Explorers to assemble and relax in?
2. Can this room be secured or will we need to post Explorers at the doors for security?
3. Is it close to exit doors and the Sanctuary?
4. Are there tables and chairs available for this room?
5. Can we have light refreshments in this room?
6. Are there restrooms near the Fire & Police Explorer Room?