



End of Life Admin

Order of Service Checklist

Decide the structure

- Welcome/opening words
- Introduction of the deceased
- Prayer or spiritual reading if relevant
- First song/music piece
- Eulogy
- Family tributes
- Friend or colleague tributes
- Reading, poem, or scripture
- Slideshow/video tribute
- Moment of silence or reflection
- Final words/blessing
- Committal
- Exit music

Confirm who is doing what

- Who is speaking first
- Who is reading poems or prayers
- Who is handling music
- Who is introducing speakers
- Who is operating slideshow or AV
- Who is carrying flowers or symbolic items
- Who will support any speaker who may become emotional



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Prepare written materials

- Draft final order of service
- Check all names and spellings
- Confirm song titles and artists
- Confirm reading titles and authors
- Send to printer or funeral director