



# End of Life Admin

## Practical Logistics Checklist

### ***Transport***

- Hearse booking
- Family cars if needed
- Transport for elderly or vulnerable guests
- Parking arrangements
- Accessibility considerations

### ***Venue logistics***

- Seating numbers
- Wheelchair access
- Toilets and facilities
- Air conditioning/heating
- Water and tissues available
- Reserved seating for family
- Table for photos or memory items
- Flowers placed appropriately

### ***AV and tech***

- Microphones
- Speakers/audio system
- Slideshow screen
- Test photo/video format
- Livestream setup and link tested
- Backup USB or backup device prepared



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## ***Printed items***

- Order of service booklets
- Attendance cards or memory cards
- Guest book
- Thank-you cards if being distributed later