

Funeral & Celebration of Life Program Checklist

Planning a funeral or celebration of life can feel overwhelming, especially while grieving. This checklist is designed to help you gather the information, memories, photos, and details needed to create a meaningful program that honors your loved one.

You do not have to have everything figured out at once. Use this checklist as a gentle guide and complete what feels appropriate for your family and your loved one's service.

Basic Information

- ☐ Full name of your loved one
- ☐ Nickname or preferred name, if applicable
- ☐ Date of birth
- ☐ Date of passing
- ☐ Birthplace, if desired
- ☐ Recent or favorite photo for the program cover
- ☐ Funeral, memorial, or celebration of life date
- ☐ Service start time
- ☐ Service location
- ☐ Repast or reception information, if applicable

Program Cover

Consider what you would like guests to see first.

- ☐ Name of your loved one
- ☐ Photograph
- ☐ Birth and passing dates
- ☐ Service date and location
- ☐ Favorite scripture, quote, phrase, or saying
- ☐ Program title such as "Celebration of Life," "In Loving Memory," or another personalized title

Obituary or Life Story

Gather the details you would like included in the obituary or life reflection.

- ☐ Birth and childhood information
- ☐ Parents and family background
- ☐ Education
- ☐ Career or professional accomplishments
- ☐ Marriage, children, grandchildren, and family relationships
- ☐ Faith or spiritual life
- ☐ Community involvement

- ☐ Hobbies, interests, and passions
- ☐ Personality traits and things they were known for
- ☐ Favorite memories or family traditions
- ☐ Special accomplishments
- ☐ Loved ones who preceded them in death
- ☐ Loved ones who remain to cherish their memory

Order of Service

Confirm the elements of the service and the people participating.

- ☐ Processional
- ☐ Opening prayer or invocation
- ☐ Musical selection
- ☐ Old Testament scripture
- ☐ New Testament scripture
- ☐ Prayer of comfort
- ☐ Solo or special musical selection
- ☐ Reflections or remarks
- ☐ Family tribute
- ☐ Poem or special reading
- ☐ Obituary reading or silent reading
- ☐ Acknowledgments
- ☐ Eulogy
- ☐ Final viewing, if applicable
- ☐ Recessional

Service Participants

Double check the spelling and titles of everyone who will appear in the program.

- ☐ Officiant
- ☐ Eulogist
- ☐ Clergy
- ☐ Scripture readers
- ☐ Prayer participants
- ☐ Musicians or vocalists
- ☐ Family speakers
- ☐ Pallbearers
- ☐ Honorary pallbearers
- ☐ Flower bearers, if applicable

Photos and Memories

- ☐ Cover photo
- ☐ Childhood photos

- ☐ Family photos
- ☐ Wedding or relationship photos
- ☐ Photos with children and grandchildren
- ☐ Career or military photos
- ☐ Church or community photos
- ☐ Favorite candid photos
- ☐ Celebration and milestone photos
- ☐ Photos representing hobbies, travel, or special interests

Helpful Tip: Choose clear, high quality original photos whenever possible. Screenshots and photos downloaded from social media may appear blurry when printed.

Personal Touches

A funeral program does not have to simply document the service. It can tell a story.

Consider including:

- ☐ Favorite scripture
- ☐ Favorite poem
- ☐ Favorite quote
- ☐ Favorite song lyrics or song title
- ☐ Personal saying or expression
- ☐ Family nickname
- ☐ Recipe or family tradition
- ☐ Letter from a spouse, child, grandchild, or loved one
- ☐ Special tribute
- ☐ Timeline of their life
- ☐ "Things We Will Always Remember" section
- ☐ Favorite things
- ☐ Fun facts
- ☐ QR code linking to photos, videos, memorial page, or online obituary

Acknowledgments

- ☐ Family acknowledgment message
- ☐ Special thanks to caregivers
- ☐ Special thanks to church or clergy
- ☐ Special thanks to hospice or medical professionals
- ☐ Special thanks to funeral home or cremation provider
- ☐ Special thanks to family and friends
- ☐ Floral acknowledgment, if desired

Final Arrangements

- ☐ Interment or burial location
- ☐ Cemetery information
- ☐ Repast or reception location
- ☐ Repast address
- ☐ Repast time
- ☐ Directions or special instructions, if necessary

Before Sending Your Program for Design

Take a moment to review everything before submitting your materials.

- ☐ Confirm the spelling of your loved one's name
- ☐ Confirm birth and passing dates
- ☐ Confirm service date and time
- ☐ Confirm church or venue name and address
- ☐ Confirm spelling of all participants' names
- ☐ Confirm clergy titles
- ☐ Finalize the obituary
- ☐ Finalize the order of service
- ☐ Select all photographs
- ☐ Identify the preferred cover photo
- ☐ Submit acknowledgments and special tributes
- ☐ Confirm burial and repast information
- ☐ Designate one family member as the primary contact for revisions and approvals

Final Proof Checklist

Before approving the program for printing:

- ☐ Read the entire program from beginning to end
- ☐ Have another family member proofread it
- ☐ Check names carefully
- ☐ Check all dates and times
- ☐ Check addresses
- ☐ Review photo placement
- ☐ Confirm the order of service
- ☐ Verify that no family members were unintentionally omitted
- ☐ Review the obituary one final time
- ☐ Approve the final design before printing

One Last Reminder

Give yourself grace during this process.

You are gathering the pieces of someone's life while also experiencing the weight of their absence. The program does not have to capture every moment they lived or every person they loved.

It simply needs to honor them well.

Need help creating your loved one's funeral or celebration of life program?

Our team can help transform your photos, memories, obituary, and service details into a thoughtfully designed keepsake your family can treasure long after the service is over.

[Request Funeral Program Design Assistance]