



Funeral / Celebration of Life Worksheet

Fill out as much as you can and send back to funeral@highpointchurch.us within 10 days of funeral. Add additional sheets if necessary.

	First Name	Last Name
Name of person filling out form:		
Relationship to deceased:		

INFORMATION OF LOVED ONE

	First Name	Last Name
Full name of loved one:		
Age:		
Date & Place of birth:		
Date & City/State of death:		
Cause of death:		
Name of Spouse:		
Date & years married:		
Previous spouse's name (if applicable):		
Previous spouse's name (if applicable):		

	First Name	Last Name
Current Pastor's name:		
Current church attending:		

CHILDREN

	Full Name:	Spouses Name (if applicable)
Name of Child:		
Name of Child:		
Name of Child:		
Name of Child:		
Name of Child:		
Name of Child:		

GRANDCHILDREN

	Full Name	Age
Name & Age		
Name & Age		
Name & Age		
Name & Age		
Name & Age		
Name & Age		
Name & Age		

LOVED ONES PARENTS

	Full Name	Current Age if living
Mother's name & age		
Father's name & age		

SIBLINGS

	Full Name	Current Age if living
Name & Age		
Name & Age		
Name & Age		
Name & Age		

INFORMATION ABOUT THE SERVICE

Location:

Requested Date:

Requested Time:

Name of Funeral Home

Key Contact Name:

Phone Number:

Funeral or Celebration of Life?

If applicable: Grave site location:

Time:

Processional to grave site?

If casket: Open or closed?

First Name

Last Name

Name of minister conducting service?

If not from Highpoint: Contact Information

Additional people speaking at service?

First Name

Last Name

Name

Contact Information

Involvement

First Name

Last Name

Name

Contact Information

Involvement

First Name

Last Name

Name

Contact Information

Involvement

First Name

Last Name

Name

Contact Information

Involvement

There is no standard memorial format. Use this space to let us know what you'd like to see included in the service, type of message delivered, specific details, and we have also provided some questions below to help you in the planning process:

Will there be a slide show?	If yes: Who is providing?	Played before?
Will you have a special video played?	If yes: please email the YouTube video link to funeral@highpointchurch.us	
Do you plan to have someone sing/play?	If yes: Who?	
Do you have special songs you'd like played?	If yes: What songs?	
Would you like the obituary read?	If yes: by who?	
Will you have flowers delivered?	If yes, we'll help you determine when those can be delivered.	
Will there be military honors during service?	If yes, please work with the funeral home to arrange.	
Are you having a reception afterward?	If yes: Offsite or at church?	
If at church: Name & Contact of person handling details (food, setup, etc...)		
Would you like reception announced?	YES OR NO	
Any areas we missed?		

Is there a Memorial cause that friends are be encouraged to give to?

Slide requested to be at end of service:	Name of Organization	Ways to give:
YES OR NO		

ADDITIONAL INFORMATION ON LOVED ONE

This helps us personalize the service.

Spiritual history

Date of salvation	
Date of baptism	

Favorites

Favorite hymn or song	
Favorite Bible verse	
Favorite bible story	
Movie	
Song	
Food	
Activity	

Life at a Glance

Most people's lives can be broken down into chapters: separated by career, places of residences, milestones in their life, or years. Help provide a glance at their life.

What would their chapters look like?

Dates or Age	Key chapter of life / Phases of Life	Brief Description of event or reason it stands out

Hobbies & Interests

Fill in the boxes below

Education

Name of School

Studied

Occupation(s)

Company

Position

Company & Position
Company & Position
Company & Position

Military Service

Branch of Military	Location & Dates or Age

Community Service

Organization	Reason loved serving this organization

Church involvement/service

Church	Reason loved serving this organization

LEGACY QUESTIONS FOR FAMILY

Ask a few different family members this question, and record their answers.

If you had to describe your loved one with only three words, what three words would you choose & why?

Chosen by: Name	1st Word	Why?
Relationship	2nd Word	Why?
	3rd Word	Why?

Chosen by: Name	1st Word	Why?
Relationship	2nd Word	Why?
	3rd Word	Why?

Chosen by: Name	1st Word	Why?
Relationship	2nd Word	Why?
	3rd Word	Why?

Chosen by: Name	1st Word	Why?
Relationship	2nd Word	Why?
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Chosen by: Name	1st Word	Why?
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	3rd Word	Why?

Chosen by: Name	1st Word	Why?
Relationship	2nd Word	Why?
	3rd Word	Why?

Chosen by: Name	1st Word	Why?
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	3rd Word	Why?

Chosen by: Name	1st Word	Why?
Relationship	2nd Word	Why?
	3rd Word	Why?

Once you have filled this worksheet out, please email it back to our Coordinator at funeral@highpointchurch.us