

# MEMORIAL MEETING PLANNER

Revision K 9/18/13

Family/contact person: \_\_\_\_\_ Phone number: \_\_\_\_\_

For: \_\_\_\_\_ Memorial Meeting date requested: \_\_\_\_\_  
 (Name of deceased)

As every individual is unique, so every Memorial Meeting is unique. This planner is only a guideline intended to help you make a good plan. Modify this planner as needed, with a good dose of compassion, to make this Memorial Meeting memorable, comforting, sincere and meaningful to those who attend it. We want to do well by the family and TCFM. Expect the plan to change with the needs of the family and stay flexible. It is helpful to check in with the family as often as every other day until the Memorial Meeting has occurred to stay current with their needs. Depending on the size of the Memorial Meeting and the experience of the Memorial Meeting Coordinator (MMCo), we suggest that one or more assistants help with the implementation. Also draw on the gifts and willingness of TCFM members and attenders. This is a community effort.

<b>PLANNING</b>	<b>WHO IS RESPONSIBLE?</b>	<b>COMMENTS NOTES/SCHEDULE</b>
Determine Memorial Meeting Coordinator (MMCo). Contact and prepare MMCo as needed.	M&C	
Has all-TCFM been notified of the death? Send 1 <sup>st</sup> notification email via TCFM News.	MMCo	
Prepare Memorial Minute: Info can be derived from Memorial Meeting program (see below). Review with family. Deliver to TCFM Clerk for MWB. Memorial Minutes are not normally done for non-members.	M&C selects author.	
Download Memorial Meeting Planner.	MMCo	
Recommended readings for MMCo and family: “When Death Comes to TCFM” found on TCFM website or in TCFM library, and “Preparing for Death” under “Faith and Practice” on the NYM website.	MMCo	
Meet with family to plan Memorial Meeting. Meet in their home if possible. Take another member of M&C or an appropriate person with you to the planning meeting.	MMCo	
Coordination with funeral home if needed.	Family	
List family, friends and colleagues who should be notified and notify by phone.	Family	
Establish day & time of Memorial Meeting. There is no rush. Consider those who must travel distances and everyone’s schedules.	MMCo & family	

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Send a “save the date, more details are forthcoming” 2 <sup>nd</sup> email to all-TCFM stating “preliminary information” if possible.		
Estimate attendance at Memorial Meeting and fellowship afterwards. Note: historically the family typically underestimates attendance by 25%-33%. Is this person a public figure? Consider all aspects of a person’s life.	MMCo & family	
Determine any special needs for family or key participants. Disabilities? Do disruptive or distraught family members need a companion?	MMCo & family	
Select person to be Memorial Meeting Clerk.	Family with MMCo	
Select venue: Seating, parking, access, costs. See separate table.	Family & MMCo	
Reserve facility.	Family or MMCo	
If using TCFM, try to reserve the Ramsey school parking lots. See St Paul Public Schools website: <a href="http://www.spps.org/Community">http://www.spps.org/Community</a> Scroll down left side to event permits and fill out the form. Follow up until confirmed.	Family or MMCo	
Email map of facility location to all TCFM if using another venue.	MMCo	
After facility is confirmed, notify all-TCFM: Use announcement sheet and email list. Keep communications flowing!	MMCo See News Committee.	
After reservations are confirmed, quickly send" a "save the change of date, more details are forthcoming" email to all-TCFM		
Memorial contributions.	Family	
Obituary.	Family	
Biography for Memorial Meeting program.	Family	
Obtain guest book, if desired.	Family	
Photo display.	Family	
Flowers for Memorial Meeting.	Family	
Music? Piano/instruments? Hymnals? Musicians (cost by family)?	Family	
Plan & implement childcare. 2 persons.	MMCo TCFM pays.	

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Plan fellowship after Memorial Meeting. Facility? Food? Catered or potluck? Ask family to purchase larger, more substantial food items to supplement potluck if many out-of-town guests are expected.	Family and MMCo make the plan. MMCo contacts Fellowship and serves as contact person in all communications.	
Plan Memorial Meeting program. Content (review samples), biography (see above), drop off and pickup copies (at Fed-X).	MMCo/M&C oversee. See Bob Schmitt for design of program.	
Contact Fellowship Committee re: potluck or catered refreshments. Plan as needed. Menu? Food? Glass/paper dishes? Coffee/tea? Tablecloths? Other? Seating estimate:	MMCo	
Email all TCFM: Call for volunteers for named positions. Contact TCFM News.		
Assign person to setup and pass microphone at M/M and assist Memorial Meeting Clerk.	MMCo See Richard Fuller, Steve Bougie or Anne Supplee for setup.	

Notes:

**Childcare**    Arrival time: \_\_\_\_\_

Name	Email	Phone

Notes:

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**SETUP (UPSTAIRS)** Arrival time: \_\_\_\_\_

Name	Email	Phone

- Open main Meeting Room doors to full width.
- Set up chairs in the Meeting Room. To allow space for a person using a walker or wheel chair, don't setup chairs too close the main doors.
- Mark off a reserved section with white ribbons for the family, if desired.
- Set up chairs in the library for overflow seating.
- Place extra toilet paper and paper towels in restrooms.
- Set up table in center of Meeting Room & remove afterwards.
- Set up and test sound system. Put away afterwards.
- Experiment with the location of the speaker so the people in the library can hear. Try placing the speaker in the hall pointing toward the Meeting Room main doors.
- Place tissue boxes around Meeting Room.
- Place flowers in Meeting Room.
- Make nametags for greeters and ushers. Greeter/Usher nametags: eg "Bob/Greeter" "Sue/Usher".
- Put out temporary sign for handicap parking (rear lot) before and remove afterwards.
- Put out guest book: Family buys guest book of their choice and takes it with them.
- Put basket for cards and contributions on table in front hall.

Notes:

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## WELCOMING Arrival time: \_\_\_\_\_

Greeter's Name	Email	Phone

- Station yourselves at the building entry doors.
- Greet all attendees as they arrive. Encourage early arrivers to sit on the far side of the room.
- Direct parents with young children to child care as an option.
- Stand by handicap parking sign in front and direct people as needed.
- Ask attendees to sign the guest book and show them the basket for cards & contributions.
- Receive potluck contributions at front door – deliver to kitchen. Ask food donors about ingredients and deliver to kitchen. Note possible allergens.
- Answer attendee's questions (bathrooms, meeting room, handicap access, etc).

Notes:

## USHERS Arrival time: \_\_\_\_\_

Usher's Name	Email	Phone

- Station yourselves inside the Meeting Room doors.
- Hand out memorial programs inside the entrance to Meeting Room.
- Encourage people to fill in seats farthest from the doors.
- Assist people with seating as needed (family, handicapped, elderly and children).
- Remove white ribbons from chairs just before the family enters the Memorial Meeting.
- Carry any flowers or photo display downstairs to Fellowship Room.
- Check Meeting Room for articles left behind after the Memorial Meeting.
- Deliver basket after Memorial Meeting to:
- Make any changes to the Meeting Room chairs or setup for a future room user.

Notes:

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## **SERVERS (DOWNSTAIRS)**      Arrival time: \_\_\_\_\_

<b>Name</b>	<b>Email</b>	<b>Phone</b>

- Set up tables and chairs in Fellowship Room and put tablecloths on tables.
- Set out dishes, napkins and silverware buffet style. Use white dishes or paper plates.
- Heat hot water for tea. Make coffee. Set out cups, saucers, sugar, cream and spoons.
- Put ice and filtered water in water pitchers. Set out glasses.
- Arrange food on pass-through counter. Ask food donors to list ingredients on cards.
- Heat up food as needed.
- Replace empty dishes on the buffet counter with other foods as people go through the line.
- Servers are off duty when all have eaten.

Notes:

## **MEMORIAL MEETING CLERK**      Arrival time: \_\_\_\_\_

- Greet the immediate family as they arrive. Help them as needed.
- Gather the family in the north conference room before the Memorial Meeting and settle in. Review details of the Memorial Meeting as needed.
- Escort the family to their places in the Meeting Room.
- Take your place. Hold silence. Begin the Memorial Meeting with a welcome and introduction.
- Instruct all present in the microphone protocol: “Please rise if you are able, or raise your hand, and wait for the microphone before speaking. Leave time between messages for reflection.” (Make sure beforehand that the microphone handler understands the protocol.)
- Draw the Memorial Meeting to a close with a period of silence, then offer a handshake and a “Hello” to the person seated nearest you.

Notes:

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**CLEANUP**    Arrival time: \_\_\_\_\_

Name	Email	Phone

- Ask people to take home leftovers (leftovers cannot remain in the TCFM kitchen).
- Collect dishes from the dining area as needed. Bring them to the kitchen for cleaning.
- Collecting dishes may need to be done continuously to avoid running out of dishes.
- Organize an assembly line to scrape, rinse, wash and rinse dishes; then sanitize dishes.
- Fold up and put away tables and chairs.
- Discard paper tablecloths, or wipe, dry and roll up TCFM’s plastic table cloths.
- Put away clean dishes and flatware.
- Vacuum carpeted floor. Sweep and mop kitchen as needed.
- Be sensitive for the best time to begin cleanup. Cleanup can begin after everyone has eaten.

Notes:

<b>FOLLOW UP</b>	<b>COMPLETION (DAY/TIME)</b>	<b>WHO IS RESPONSIBLE?</b>
Disseminate memorial minute to NYM (Friend’s Journal?).	After MWB approval.	M&C with clerk of meeting.
Continuous feedback loop: Problems and solutions? Ideas for Improvement?	Within one month of Memorial Meeting.	M&C Working Group with MMCo (consult Fellowship, family and key participants).
Report feedback results to M&C.		M&C Working Group.
Update Memorial Meeting Planner if needed. Repost on website.	Within two months of Memorial Meeting.	M&C Working Group. Review by M&C.
Update “When Death Comes to TCFM” if needed. Repost on website.	Within two months of Memorial Meeting.	M&C Working Group. Review by M&C.
Pastoral follow up with surviving immediate family members. Grief? Issues? Help? This depends upon the family’s support system and relationship to meeting.	Within one month of Memorial Meeting.	MMCo to follow up with family as needed.

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## POTENTIAL VENUES:

Venue	Capacity	Parking	Cost	Handicap Access	Heating/ Cooking Food
TCFM Meeting Room Fellowship Hall Contact: MHC 651-699-6995	120 64/100	Street + 2-3 HC parking spots	See current rental policy	Yes Yes	Yes
Unity Unitarian Sanctuary = Fellowship Hall = Julie Handberg 651-228-1456	350+ 120	Yes	\$300/≤2hrs \$175/≤2hrs Package \$1200	Yes Yes	Yes
Dayton Ave Presbyterian Sanctuary = Fellowship Hall = Chuck Neve 651-227-7389	450 200/125	Yes	\$200 bldg \$75 custodian \$125 musician Included	Yes	Warming
Emmanuel Lutheran Sanctuary = Fellowship Hall = Russ Carlson 651-699-5560	250 200	Yes		Yes Yes	Yes
SPACC Chapel = Fellowship Hall = 651-646-8805	Small 80	Street			Yes
Weyerhaeuser Chapel = Andy Williams 651-696-6472  Mic available.	250  No nursery space.	POOR. Street plus regular parking lot 1 block west of arts building. 1 HC parking spot 1 block away behind Bldg 77.	\$200 or \$80/hour	POOR.	No. Small kitchen attached.
Weyerhaeuser Fellowship Room = Andy Williams 651-696-6472 Larger & smaller spaces available – some only use Mac’s caterer.	86 Standing. (remove leaves from table)	Above	Included above	Above	No