

ARRANGEMENTS FORM FOR FUNERAL/MEMORIAL SERVICES

Please complete this form and give copy to Funeral Coordinator in Congregational Care Dept 214-525-4230 as soon as possible.

- a. Full Name of Deceased: _____
Is This the Name Family Prefers to Go on the Bulletin? _____ If Not: _____
- b. Date of Birth: _____ Date of Death: _____
- c. Date/Day of Service: _____ Time of service: _____
- d. Funeral (Casket) _____ or Memorial Service (No Casket)? _____
- e. Place of Service at HPPC: Wynne Chapel _____ Sanctuary _____ Place if Other Than HPPC: _____
- f. Name of Person Officiating: _____ Name of Person(s) Assisting: _____
- g. Bulletin Preparation By: Family _____ Staff _____ Other _____ Number of Bulletins Needed: _____
- h. Funeral Home Helping? Yes _____ No _____ If Yes, Which One? _____
- i. Funeral Home Personnel to be On Site at HPPC? _____
- j. Registry Books Supplied By: Funeral Home _____ Family _____
- k. Number of Ushers Needed: _____ Number of Registry Attendants Needed: _____ Preferences? _____
Names: _____
- l. Is the Family Ordering Flowers? _____
Name of Florist or Arrangement Description So Flowers Can Be Identified and Placed Up Front _____
- m. Does Family Want to Pick Up All Flowers After Service? _____ If So, When: _____ (Day of Service Pickup Required)
- n. Number of Wireless Microphone Needed (Available in Sanctuary Only) _____
- o. Does the Service Need to be Recorded? _____ Recordings are provided as a digital file. To where should we email the recording? _____
(A flat fee of \$100 is required to make recordings. Recordings are only available in the Sanctuary, and are unavailable in Wynne Chapel).
- p. Music
(1) Will Choir be Singing? _____ Any Other Group Singing? _____
(2) Will Soloist be Singing? _____ If So, Who: _____ 2nd Choice _____
(3) Organist Needed? _____ If So, Who: _____ 2nd Choice _____
Have They Been Contacted? _____ If Not, Who Will Contact Them? _____
Other than the organist, soloists and/or instrumentalists are considered contract labor. Fees/payment arrangements need to be coordinated prior to the memorial/funeral service. FEES ARE APPROXIMATE FOR: Soloist range from \$150.00 - \$250.00; Bagpiper \$350.00, String Trio \$500.00, String Quartet \$750.00, Flute \$250.00, Harp \$375.00, Brass Ensemble \$2,000.00, HPPC Full Choir (if available) \$1,000.00.
- q. Number of Reserved Pews for Family: _____ (11 Persons/Pew in Sanctuary; 6 Persons/Pew in Wynne Chapel)
Any Special Seating Assignments (i.e., Pallbearers or Honorary Pallbearers, Sunday Morning Community Members; Other Dignitaries): _____
- r. Parlor and Other Rooms
Will Parlor be Needed for Family Assembling Before Service? Yes _____ No _____ To Receive Friends After Service? Yes _____ No _____
Any Other Rooms Needed (i.e., Elliott Hall): _____
- s. Will Food Service Be Required for a Reception? If So, What? _____
Punch and cookies are offered free of charge to families of deceased HPPC members choosing to have their reception on campus and are ordered by Funeral Coordinator. Additional food items are available through HP Catering at 214-739-0350 for an additional fee. Fees/payment arrangements need to be coordinated prior to reception.
- t. Names/Relationships of Family Members Who are HPPC members (for "In Sympathy")

- u. Memorial Preferences (Including Addresses):
If Memorial Preferences Are To Be Made To HPPC, Please Specify What Ministry Or They Will Be Deposited Into The "General Memorial Account"

- v. Name and Address of Next of Kin (For Memorial Acknowledgments): _____
- w. There is not a fee for service leadership by HPPC pastors.
- x. Any honorarium is at the discretion of the family. An honorarium is suggested for non-HPPC co-officiant(s) and/or retired officiant(s). All fees and payment arrangements need to be coordinated prior to the memorial/funeral service with the Funeral Coordinator.