

CELEBRATION OF LIFE PLANNER

Honoring:

Date & Time:

Officiant:

Phone:

Venue:

Phone:

Service Plans:

Selection And
Responsible Person:

<input type="checkbox"/>	1st Reading	
<input type="checkbox"/>	2nd Reading	
<input type="checkbox"/>	3rd Reading	
<input type="checkbox"/>	Eulogist	
<input type="checkbox"/>	Eulogist	
<input type="checkbox"/>	1st Song	
<input type="checkbox"/>	2nd Song	
<input type="checkbox"/>	3rd Song	
<input type="checkbox"/>		

Budget	Budget	Expenses	Change
Venue			
Food & Drinks			
Extras			



PRE-CELEBRATION TO-DO LIST

Tasks:

Responsible Person:

- Memory Board
- Video/Slideshow
- Song Playlist
- Photo Albums
- Mail Invitations
- Social Media Announcements
- Programs
- Special Handouts
- Hobby Display Table
- Table & Chair Rental
- Linens
- Plates, Napkins, Etc.
- A/V Needs
- Agenda/Timeline



DAY OF CELEBRATION TO-DO LIST

Tasks:

Responsible Person:

☐ Rental Pickup/Return

☐ Table/Chair Setup

☐ Table/Chair Setup

☐ Food Station Setup

☐ Food Station Setup

☐ Drink Station Setup

☐ Drink Station Setup

☐ A/V Needs

☐ Display Table Setup

☐ Usher

☐ Usher

☐ Garbage Detail

☐ Cleanup

☐ Cleanup

☐ Cleanup

☐

☐

☐

☐



C.O.L. PLANNER PROGRAM TIMELINE

Timeline Planner

Reading 1:

Time/Order:

Who:

Notes:

Reading 2:

Time/Order:

Who:

Notes:

Reading 3:

Time/Order:

Who:

Notes:

Other:

Time/Order:

Who:

Notes:



A watercolor illustration of a brown ceramic vase with a handle, containing three white calla lilies with long stamens. The background features horizontal stripes in shades of brown and tan.