

FUNERAL RECEPTION CHECKLIST

Step 1: Reception date & time

Typically, the funeral reception is held immediately following the funeral service.

- When is the funeral?

- Evaluate special considerations for date and time

- Choose date and time for funeral reception

Step 2: Budget

- Find out who is paying for or contributing to the reception

- What is the total budget?

Step 3: Location

- Estimate how many people will be attending

- Research locations, availability, capacity, and cost

- Choose location

- Arrange for tables, chairs, centerpieces, decor, etc

- Location cost

\$ _____

Step 4: Food

Keep in mind that many local grocery stores and bakeries do low-cost catering, and people are generally willing to bring food or desserts to create a potluck.

Choose catered, pre-purchased (for instance, veggie trays and desserts), potluck, or other:

Compare caterers, availability, and costs

Choose food(s) to serve

Food cost

\$ _____

Step 5: Invitations

For a more sophisticated and formal effect, print invitations to the reception. This can easily be combined with and printed on the funeral service invitations, if all are invited. For smaller, more intimate gatherings, printed invitations are typically expected. Ultimately, for most funeral receptions, an announcement following the funeral service is sufficient.

Choose invitation method:

Combined with funeral invitations

Notify person in charge of funeral _____

Printed & mailed

Social media

Email

Text

Other _____

Compare printers

Invitations cost

\$ _____

Step 6: Thank-you speech

- Choose style
 - Welcome & thank-you speech
 - Informal, talk to people individually
- Arrange microphone (if needed)
- Arrange background music
 - Person in charge of playlist: _____
- People to thank:

Step 7: Take down

- Assemble team of volunteers to help clean up

Clean up and take down needs

Return rentals and loaned items (chairs, tables, flower vases, etc)

Step 8: Take a breather

You did it! Everything is arranged. Take some time before the event to give your body and mind some rest, and plan for some down-time after everything is over and before you return to your regular routines.

And remember that you need time to grieve as well. Go for a walk, journal, watch an old favorite movie, listen to music, take a bike ride. Whatever helps you decompress and take time to think - do it.