*The Life Story and Ceremony Inclusions*

**Circumstances leading up to the death:**

Sudden/Long term illness/Hospital/Home

**Age, Date and Place of Birth:**

**Husband/Wife/Partner:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Where Met | Marriage (Where and Date) | Death/Divorce (When) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Parent’s Names**

Mother

Father

Step Mother

Step Father

**Sibling’s**

|  |  |  |
| --- | --- | --- |
| Name | Surname | Partner/Spouse Name |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Children’s Names**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Surname | Partner/Spouse Name | Children’s Names |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

**Grandchildren’s Names**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Surname | Partner/Spouse Name | Children’s Names |
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**Early Life of the Family**

Family home town

Places Family lived

Parents Occupations

Family Activities

**Education**

Schooling (Primary, Secondary, Tertiary, Other Qualifications)

**Work/Employment**

And that of significant people

**Sports Achievements**

**Clubs/Associations/Volunteer Work/Decorations**

War service

Civilian service

**Children and Family Life**

Where family lived

Friends

**Character/Personality**

Qualities

Significant Events/Achievements

Interests/Hobbies

Likes/Dislikes/Habits

Community Interests

Family Activities

Places Travelled/Holidays

Favourite Music/TV

Animals/Garden/Nature

Legacy

Sense of Humour

Special People in Life

*Eulogy*

Approximately 900 words per 5 minutes.

The eulogy can include the person’s life history in a chronological and detailed way, or can be a few highlights from each stage of life.

This tribute to the person outlines the person’s life, qualities and achievements, and it can be a time to share memories. It is nice to end the eulogy with a fitting quote.

You can have more than one person read the Eulogy. It is up to you how many to choose, but find a balance, chose people from different areas of interest.

It is often nice to give an invitation for others to speak spontaneously, but it is difficult to determine what may be said and the time they may want to speak for.

It is ideal if you speak to Helen regarding:

* Who will be prepare the eulogy? Who will speak?
* It is best if speakers write down their words and if possible give a copy beforehand to Helen. Please pass on the names and relationship to the person to Helen, and phone numbers so Helen can discuss where and how they fit into the ceremony (and definite time limit to adhere to).

*Ceremony Inclusions Information for the Family*

Helen will send you with a list of what she needs, in particular:

* The number of songs needed and for what part of the ceremony

(artist and version needed)

* Ideas around music choice
* The number of readings possibly needed, and whom might read them
* Eulogy planning information
* Confirm the venue for gathering afterwards (and the time it begins)

*Ceremony Inclusions*

**People Unable to Attend Ceremony:**

**Special Friends Attending:**

**People Wish to Thank:**

**Eulogy:**

(Family/Friend/Work Colleague/Club or Association)

Name and Relationship:

Name and Relationship:

Name and Relationship:

**Music: (Name and Artist)**

Entry (Background):

Beginning of Ceremony:

Reflection:

Leaving Service:

Graveside Committal:

**Ritual/Activity:**

**Poem/Readings:**

|  |  |  |
| --- | --- | --- |
| Poem/Reading Name | Read By | Relationship |
|  |  |  |
|  |  |  |
|  |  |  |

**Flowers:**

**Gathering After Ceremony:**

To Be Announced?

Where and Time

**Donation To Be Announced:**