



Our Treasured Memories

Ceremony Planner

To ensure that your ceremony will run smoothly, it is important that an order of ceremony is organised. The ceremony may include speakers, celebrants, clergy, musicians and singers or just music selections. You may also want to incorporate personal elements, cultural and family customs and traditions as well.

Our Treasured Memories staff will act as the Master of Ceremonies and will be there to assist and guide you through the ceremony. So that we can do this, we need to know the order in which you want your ceremony to run.

Presenters will be able to join the ceremony one hour prior to service so that they can check their video and audio settings to ensure that they can be seen and heard. Ceremony attendees will be able to join 15 minutes prior to commencement.

The length of the service is determined by how much you want to include in it. **Typically, a service lasts approximately an hour.**

Suggested elements of a memorial ceremony (order decided by you):

- Welcome by family member
- Eulogy
- Poems
- Music (Supplied and played by yourself)
- Vocal performances
- Military Honours
- Minister / Clergy
- Speakers / Tributes
- Bible Readings / Prayers
- Music (Chosen from OTM selection)
- Family customs
- Informal tributes from attendees

Use the helpful planner on the next page to guide you.

**Please complete this form and email it to: admin@ourtreasuredmemories.com
at least 24 hours prior to the service.**

Memorial Service Planning Schedule

Name of person organising the event:

Name of deceased:

Date of ceremony:

Time of ceremony:

Country:

(example: Australia/Brisbane time)

Order of Presenter	Elements of Ceremony	First and Last Name of Presenter / Name of Song to be Played
1	<i>Introduction and Welcome</i>	<i>Our Treasured Memories Host Presenter</i>
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15	<i>Explanation of Wake and Farewell</i>	<i>Our Treasured Memories Host Presenter</i>

Any other instructions:

Will you be having a wake following the ceremony? (free service) Yes No

To conduct the wake, attendees are given time to reminisce and share stories of your loved one. If your ceremony has a large number of participants, it is good to break off into smaller groups so that there are not too many people trying to speak at once. Often, the groups will represent different aspects of your loved one's life, (eg. Family, Sporting Groups, Community Groups, etc.)

Do you want to allow people to break off into separate groups? Yes No

If so, what groups would be the most appropriate?

Once complete:

email this to: admin@ourtreasuredmemories.com at least 24 hours prior to the ceremony
and your dedicated event host will ensure that your ceremony runs entirely to plan.