

Memorial Service Information Form

Our prayers and thoughts are with you as you begin to plan the memorial services for your loved one. Recognizing this can be a very difficult time, we will make a concerted effort to assist you every step of the way. Please complete this form to begin the planning process. It is our honor to serve you.

Full Name of Deceased: _____

Name to be used in service (if different): _____

Date of Birth: _____ Date of Death: _____

Family Contact Information:

Contact Name: _____

Phone Number: _____ Email: _____

Service Information

Funeral Home Name: _____

Funeral Home Contact Name: _____

Contact Phone: _____

Florist: _____

Service Location: _____

Reception Location: _____

Requested Date of Service: _____

Requested Time of Service: _____

Officiating Pastor: _____

Note: It is your discretion to give an honorarium to the pastor.

Musicians: _____

Separate fees may apply.

Names of Additional Speakers: _____

Scripture(s) or Reading(s) to be included: _____

Are there any other details you would like us to know about the service? For example, was your loved one in the military and would you like to recognize an honor of their service?

Please Note: If serving food, you are responsible for coordinating delivery and arranging time and location for drop off with the Church Hostess. All catering or delivery fees must be paid directly to the vendor. All decorations, including table covering, all food serving platters or utensils, are supplied by the family. We can supply tap water and ice, as well as coffee.

Fees for Services Provided

We desire to walk with you at this difficult time. While we would desire to charge you nothing for having a memorial at Orangewood, the reality is that we have a large and complicated facility to manage.

For members of Orangewood, we charge no fee for the rental of the facility itself. However, to plan and execute an event like a memorial service and to operate our high-tech equipment, it takes highly qualified contractors to be present. Therefore, it is necessary for us to charge fees for all necessary personnel.

The fees associated with the memorial service compensate the team assisting with your service. These fees include the prep work before the service and 4 hours of on-site work on the day of your service. A fee adjustment is required if the actual time exceeds 4 hours. Be mindful, most of the team arrives 1 hour before service begins, and some team members are on site up to an hour after guests have exited the service.

Please see the fee structure below, and feel welcome to ask questions, as we all seek to keep the cost as low as possible. *If cost is a barrier, please let us know so we can work with you. Cost should not prohibit the honoring of your loved one.*

REQUIRED FEES

Facility Rental

Free for Members

Church Hostess (required)

Plan service administration fee

\$200

Coordinate the service (day of)

\$300

(Assist family and guests, pastor, and volunteers. Direct the family with order of service. Keep the time and coordinate with the team as needed. Up to 4 hours. Additional charge may apply at \$75/hr.

Tech: Sound tech (required)

\$250

Sets up mics and runs sound.

ADDITIONAL FEES

Tech: Lighting tech

\$200

If "active" lighting is desired.

Tech: Slideshow operator

\$125

If an "active" slideshow is needed during the service and/or video integration into the service.

Facilities: Setup

\$250

On-site and day of service 1/2 day: minimum 4 hours fee. Additional hours at \$60/hour. Set up, assist family with adjustments and resetting sanctuary, foyer, patios, and fellowship hall.

Janitorial Services

\$250

Clean bathrooms/sweep and mop, trash removal, etc. after the service to accommodate redoing the space for the next event.

Memorial Program Design

\$200

Creating a folded program including obituary and service details.

Slideshow edit/create

\$250

Coordinate with the family regarding context and convert to a format (ProPresenter) that works in the professional video system. Scanning of images not included (digital files only).

Additional Security Detail

\$100

\$25 per hour/per person 4hr minimum.