



## Valley Presbyterian Church

### Memorial Service Arrangement Requests

Instructions: Please complete all lines. If a line is not applicable, please write N/A in the space. Return form to [admin@valleypreschurch.org](mailto:admin@valleypreschurch.org) or drop off at/mail to the church.

Service For: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Date of Death: \_\_\_\_\_

Family Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing Address (for sympathy cards): \_\_\_\_\_

Funeral home contact info (Name, address, number): \_\_\_\_\_

\_\_\_\_\_

### Service Requests

Date of Service: \_\_\_\_\_ Time of Service: \_\_\_\_\_

Pastor Leading the Service (if applicable): \_\_\_\_\_

Valley Presbyterian Host(ess) (if not using VPC Pastor): \_\_\_\_\_

Location of Service (sanctuary, memorial grove, off site): \_\_\_\_\_

\_\_\_\_\_

Location of Graveside Interment Service (memorial grove, other location, N/A):

\_\_\_\_\_

Approximate # Attending: \_\_\_\_\_

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Floral Arrangement Delivery: yes \_\_\_ no\_\_\_ All flowers should arrive on the day of the service (contact the church to confirm delivery time) and please see that a family member or friend removes the memorial flowers after the service.

Table for Memorabilia, photos, guest book... (provided by the family): yes \_\_\_ no\_\_\_

Musician(s) Requested: Based on availability, please circle musician requests:

Organist      Pianist      Harpist      Soloist

Note: If VPC is providing the musician(s), the fee schedule is as follows: \$250 per musician. Checks should be made out to the individual musician(s). Music requests will be made directly to the musician(s).

Other Information: \_\_\_\_\_

\_\_\_\_\_

If available, please send in any obituaries, official or from the heart, as well as church connections or other significant information as they become available.

### **VPC Members Only (Services Provided by Deacon Volunteers)**

Cookies & Beverages After Service: yes \_\_\_ no\_\_\_

Ushers provided by the deacons: yes \_\_\_ no\_\_\_

Table and chair set-up (description and drawing): \_\_\_\_\_

\_\_\_\_\_

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