

FUNERAL RECEPTIONS

The Food

If you choose to have a reception after your funeral liturgy at The Basilica, we are able to accommodate your guests in Teresa of Calcutta Hall in our lowest level, called the Undercroft. We ask families to choose a caterer to plan the type of meal you'd like to serve. You may choose to serve a luncheon, light buffet, or desserts and coffee. All food items, whether catered or provided by you, should arrive ready to be placed on the buffet table (in bowls or on trays) and should be able to be served at room temperature. There is a beverage preparation area, but no kitchen or ovens and very limited refrigeration.

Using a caterer. Catering services range from dropping off ready-to-serve trays to a full service event with servers. You can choose any caterer, but here are a few The Basilica has used for receptions:

- Bucca del Beppo - 612.288.0138
- D'Amico - 612.238.4444
- Kowalski's Catering - 1.888.972.7890
- Lunds and Byerlys – 952.897.9800
- Sammy's Avenue Eatery – 612.767.6278

If you choose to use a caterer, please ask your family to let Wendy Caduff, Coordinator of Caring Ministries, know the name of the caterer and how many guests you are planning. Her number is 612-317-3474 and her email is wcaduff@mary.org

If you choose to serve hot food, you may want to consider hiring some of the catering staff to stay on site throughout your reception. If you choose not to pay for staff, The Basilica requires that you ask for and pay for a "driver set up" which means the driver will set up the hot food with chafing dishes before leaving the site. At that point, Basilica volunteers can take over the serving and management of the food. Lunds and

Byerly's charges \$35 for a driver set up. This minimal fee helps our senior volunteers do what they are good at: assuring your guests will be well taken care of.

You can bring in food, such as deli trays, from Costco, Sam's Club or Kowalski's. If you purchase trays for pick-up, it is a good idea to give that responsibility to a family friend who is willing to miss some of the funeral liturgy do the pick up and delivery on your behalf..

While your family is providing the food, volunteers from **The Basilica will provide** hospitality to greet and direct guests, linen tablecloths on round tables that seat 8 guests, with mirrors and votive centerpieces, beverages including water, lemonade, and regular and decaf coffee, paper plates, paper napkins, and compostable utensils. We prefer to provide all of the paper products and flatware so they are organic and can be composted. We will serve beverages, replenish the buffet table as necessary, and clean up the space afterward for your guests.

You are encouraged to take leftover food home with you. Friends and family may drop in or your own family may appreciate something ready-made later in the day. Ask a family friend who will not be going to the cemetery to be responsible for dropping things off at your home. Food not taken home can also be left here for our St. Vincent de Paul Outreach and Shoe Ministry, which operates 5 days a week in our Undercroft. Our friends who come to The Basilica in need appreciate a variety of food offered to them, but realize that large quantities of salads do not keep and are hard for us to serve to guests, so other places such as Catholic Charities who serve a daily meal are better options.

Audio & Video Support

At the reception the sharing of memories is an appropriate way to honor your deceased loved one. The Basilica is able to provide the following at the reception (these requests must be provided at least 24 hours in advance of the funeral reception):

- A handheld microphone can be provided, with sound through the Teresa of Calcutta Hall sound system, for the sharing of memories and stories. It is recommended that you designate someone to facilitate this time of sharing.
- Projecting a slide show of memories on to the main screen of the Teresa of Calcutta Hall. Slide shows need to be set up using MS PowerPoint and should not include audio files or music. The Basilica will provide the LCD projector and laptop computer (you are also welcome to bring your own laptop but please be sure to bring your own adapters). We are not equipped to play videos or DVDs.

It is strongly recommended that you load your MS PowerPoint slide show onto a USB drive and provide to The Basilica's funeral coordinator at least 24 hours in advance so that it can be tested to avoid problems on the day of the funeral liturgy.

Flowers, Photos, Guest Book

During the funeral Mass, we will do our best to move flowers, photos, and mementos to the reception site in the Undercroft and set them up in a pleasing manner. A few arrangements can be left with The Basilica but also please encourage your guests to take flowers home with them if you have many given in honor of your loved one.

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