



PLANNING FORM FOR A FUNERAL LITURGY *at The Basilica of Saint Mary*

GENERAL INFORMATION

Full name of the deceased: _____

Date of Birth: _____ Date of Death: _____ Age: _____

Family Contact: _____ Relationship to the Deceased: _____

Phone Number: _____ Email: _____

Address of Contact: _____

Other Family Members:

_____ Relationship to the Deceased: _____

_____ Relationship to the Deceased: _____

_____ Relationship to the Deceased: _____

FUNERAL HOME

Name of Funeral Home: _____

Funeral Home Location: _____

Funeral Home Contact: _____ Phone: _____

If no funeral home, who is the contact? _____ Phone: _____

VISITATION AT FUNERAL HOME

Date: _____ Time: _____ Anticipated number attending: _____

Location: _____ President: _____

Comments: _____

VISITATION AT THE BASILICA

Date: _____ Time: _____ Anticipated number attending: _____

Location: _____ President: _____

Set-up Needs: _____

Comments: _____

LITURGY

Date: _____ Time: _____ Anticipated number attending: _____

Type of Service: _____ President: _____

Location: _____ Casket Cremains

Cremains in care of: _____ Phone: _____

Livestream: Yes No

Comments: _____

COMMITTAL/INTERMENT

Date: _____ Time: _____ Anticipated number attending: _____

Location: _____ President: _____

Comments: _____

RECEPTION

Date: _____ Time: _____ Anticipated number attending: _____

Location: _____ Coordinator: _____

Comments: _____

MINISTERS OF THE LITURGY

Priest(s): _____
Organist/Pianist: _____
Cantor: _____
Special Musician: _____ Instrument: _____
Special Musician: _____ Instrument: _____
Musicians will be paid by: Family Funeral Home

First Reader: _____ Relation to deceased: _____
Second Reader: _____ Relation to deceased: _____
Intercessions: _____ Relation to deceased: _____
Gift Bearers: _____ Relation to deceased: _____
EMHCs: _____ Relation to deceased: _____
Eulogist: _____ Relation to deceased: _____
Eulogist: _____ Relation to deceased: _____
Pall Bearers: _____ Relation to deceased: _____
Who will place the pall? _____

MUSIC

Processional: _____ By: _____ Hymnal Ref.: _____
Resp. Psalm: _____ By: _____ Hymnal Ref.: _____
Offertory: _____ By: _____ Hymnal Ref.: _____
Communion 1: _____ By: _____ Hymnal Ref.: _____
Communion 2: _____ By: _____ Hymnal Ref.: _____
Recessional: _____ By: _____ Hymnal Ref.: _____

Comments: _____

READINGS

First Reading: _____ Page in Scripture Book: _____
Second Reading: _____ Page in Scripture Book: _____
Gospel: _____ Page in Scripture Book: _____
Special Intercessions: _____

Comments: _____

MEMORIALS

The Basilica of Saint Mary The Basilica Landmark Saint Vincent de Paul Other