



# 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: \_\_\_\_\_ Presider: \_\_\_\_\_  
Comments: \_\_\_\_\_

## VISITATION AT THE BASILICA

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Anticipated number attending: \_\_\_\_\_  
Location: \_\_\_\_\_ Presider: \_\_\_\_\_  
Set-up Needs: \_\_\_\_\_  
Comments: \_\_\_\_\_

## LITURGY

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Anticipated number attending: \_\_\_\_\_  
Type of Service: \_\_\_\_\_ Presider: \_\_\_\_\_  
Location: \_\_\_\_\_  Casket  Creains  
Creains in care of: \_\_\_\_\_ Phone: \_\_\_\_\_  
Comments: \_\_\_\_\_

## COMMITTAL/INTERMENT

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Anticipated number attending: \_\_\_\_\_  
Location: \_\_\_\_\_ Presider: \_\_\_\_\_  
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:** **as**  
\_\_\_\_\_  
\_\_\_\_\_

## READINGS

**First Reading:** \_\_\_\_\_ **Page in Scripture Book:** \_\_\_\_\_  
**Second Reading:** \_\_\_\_\_ **Page in Scripture Book:** \_\_\_\_\_  
**Gospel:** \_\_\_\_\_ **Page in Scripture Book:** \_\_\_\_\_  
**Special Intercessions:**  
\_\_\_\_\_

**Comments:**  
\_\_\_\_\_