

Funeral and Memorial Service Information



Jesus said, "I am the resurrection and the life. Those who believe in me, even though they die, will live, and everyone who lives and believes in me will never die."

-John 11.25



Our Savior's Evangelical Lutheran Church • W299N5782 County Road E • Hartland, WI 53029
262-367-6000 www.oursaviorshartland.org

FUNERAL & MEMORIAL SERVICE CHECKLIST

Name of Deceased: _____

Family Contact: _____ Phone #: _____

Email: _____

Family Contact: _____ Phone #: _____

Email: _____

Date of Death: _____ Date of Service: _____

Cremation? Yes No Casket? Yes No If yes, will it be open? Yes No

Time of visitation: _____ Time of Service: _____

Location of Service: Sanctuary ____ Chapel ____ Funeral Home ____

Name of Funeral Home being used*: _____

Contact at Funeral Home: _____

Funeral Home phone #: _____ Alternate #: _____

Number of Guests Expected: _____ Number of bulletins: _____

Nursery required? Yes No (young adult/adult supervision req'd)

Number of pews to be reserved for family: _____

Special Music? Yes No If yes, who _____

Phone #: _____ Alternate #: _____

Email: _____

Reception following service? Yes** No If yes, circle all that apply:

Coffee Tea Lemonade Water

Light lunch (sandwiches, salads, condiments) Other: _____

Desserts

Person responsible for reception: _____

Phone #: _____ Alternate #: _____

Email: _____

* attach copy of obituary

** provide copy of invoices for food purchased to funeral home and business manager

Fees

Members

Organist: \$ 150

Our Savior's Soloist: \$ 75

Facility Use Fee \$ 75

Honorarium for Pastor: \$ 200

Non Members

Organist: \$ 200

Our Savior's Soloist: \$ 75

Facility Use Fee \$ 125

Honorarium for Pastor: \$ 300

*Visiting Pastor (when Our Saviors Pastor is not available) \$ 150 minimum