



## The “Ultimate Party” Checklist

The following checklist is designed to help you plan the *Ultimate Party*, your own life celebration event after you’re gone, and the one party where you’re guaranteed to attend only in spirit! (If you’re looking for a virtual Celebration of Life, visit [MetaMemoryBox.com](http://MetaMemoryBox.com).)

But before we get started, it’s important to identify these two key players, besides you: the *Master of Ceremonies (MC)* and the *Producer*. Note that, in most cases, the MC and the Producer are *not* the same person.

If you compare an Ultimate Party or Life Celebration event to a wedding, the MC would be the Best Man/Maid of Honor, and the Producer the professional party planner. Indeed, it’s not uncommon for Life Celebration Producers to also be professional wedding planners.

The MC (Master of Ceremonies) of the event is the individual who helps to move the event along by *keeping the guests on track*. S/He is visible and omnipresent. S/He also often carries some inherent authority by nature of the fact that s/he’s a close family member or friend of the decedent.

The Producer *keeps the event on track*, including both the MC and support staff:

- Venue personnel
- Caterer
- DJ
- Transportation company
- Florist

MC

Name: \_\_\_\_\_

Address (Street, City, State, ZIP, Country): \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Producer

Name: \_\_\_\_\_

Address (Street, City, State, ZIP, Country): \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

*Venue*

Select the type of venue you'd prefer for your Life Celebration event, and name it if you have a specific place in mind.

- House of Worship
- Funeral Home
- Restaurant/Bar or Club
- Private Residence
- Hotel or Rental Hall
- Historic Home
- Art Gallery
- Natural Setting
  - Mountain
  - Open field
  - Forest
  - Seashore
  - At sea (cremains scattering from a boat)
- Other \_\_\_\_\_

*Urn*

Display an Urn with the cremains at the event and, if so, any special instructions on display?

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*Guest List*

Enter the names and email addresses of those you would like to invite to your Life Celebration event:

Name	Email Address
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____
_____	_____

Enter the names of specific people that you do NOT want to attend:

Name	Email Address
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____

*Activities*

List the activities you'd like to see at your Life Celebration event. Check off all that apply.

- Share Decedent's Favorite:
  - Stories & Anecdotes
    - Enter the name and email address of specific people you'd like to have speak at the event, plus the specific subjects you'd like them to cover, if any.
    - We highly recommend you ask about family history, stories passed down from grandparents and parents, in order to get a feel for family lore (e.g. immigrant stories).

Name	Email Address	Subject
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- Media
  - Photographs
    - Display physical items or create a Memory and/or Show @ MemoryBox.com

Subject	Artist	URL at MemoryBox
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- Movies/Videos
  - Whether it's Home, Hollywood, or Independent films, display clips or play movies in the background

Title	Filmmaker	URL at YouTube or elsewhere
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- Songs
  - Play songs, either those created by the decedent or by professional artists

Title	Artist	URL at YouTube or elsewhere
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- Personal Mementos; Display Object or Photo/Video of:
  - Sporting items (e.g. tennis racquet or fishing rod)
  - Artwork (paintings, etc.)

Subject	Artist	URL at MemoryBox
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

○ Poems

Title	Author	URL, if available online
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

○ Quotes

Author	Quote
_____	_____
_____	_____
_____	_____
_____	_____

● Display

- Show Urn with Cremains
- Project MemoryBox Online Memorial Show
- Present Flowers/Wreaths

● Dress

- Formal
- Business Casual
- Informal
- Cosplay (based on theme; see below)

● Theme \_\_\_\_\_

● Specific vendors you would like to work the event:

○ *Event Planning/Production Company*

Name: \_\_\_\_\_  
 Address (Street, City, State, ZIP): \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Website: \_\_\_\_\_

○ *Venue (e.g. Hotel, Event Hall, Restaurant, etc.)*

Name: \_\_\_\_\_  
 Address (Street, City, State, ZIP): \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Website: \_\_\_\_\_

- o Caterer*  
Name: \_\_\_\_\_  
Address (Street, City, State, ZIP): \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Website: \_\_\_\_\_
  
- o DJ*  
Name: \_\_\_\_\_  
Address (Street, City, State, ZIP): \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Website: \_\_\_\_\_
  
- o Transportation company*  
Name: \_\_\_\_\_  
Address (Street, City, State, ZIP): \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Website: \_\_\_\_\_
  
- o Florist*  
Name: \_\_\_\_\_  
Address (Street, City, State, ZIP): \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Website: \_\_\_\_\_

If you have any questions, please contact us at [info@cremstar.com](mailto:info@cremstar.com), or by calling us 24/7 at (888) 802-0999.

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