

Life Celebration Event Checklist

If you're planning an event to honor the life of a lost loved one, it's best to prepare well ahead of time. Use this comprehensive checklist to plan the perfect Life Celebration Event.

The Master of Ceremonies (MC) and the Producer

There are two key roles in the production of any Life Celebration event: the MC; and the Producer. Note that in most cases, the MC and the Producer are not the same person.

If you compare a 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, including:

- 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

- Rental Hall
- Historic Home
- Art Gallery
- Natural Setting
 - Mountain
 - Open field
 - Forest
 - Seashore
 - At sea (cremains scattering from a boat)
- Other _____

Guest List

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

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

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

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

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 name and email address of specific people you'd like to speak, plus the specific subject you'd like them to cover, if any.

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

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

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 musicians

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:
 - Caterer
Name: _____
Address (Street, City, State, ZIP): _____



Phone: _____
 Email: _____
 Website: _____

- DJ
 Name: _____
 Address (Street, City, State, ZIP): _____
 Phone: _____
 Email: _____
 Website: _____
- Transportation company
 Name: _____
 Address (Street, City, State, ZIP): _____
 Phone: _____
 Email: _____
 Website: _____
- Florist
 Name: _____
 Address (Street, City, State, ZIP): _____
 Phone: _____
 Email: _____
 Website: _____

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