

# WORKSHEET — DRAFTING THE ORDER OF SERVICE

## 1. Opening Words

*Who will welcome guests and set the tone? What message should open the service?*

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## 2. Readings or Reflections

*List any poems, prayers, passages, or personal writings to be shared.*

Reading 1: \_\_\_\_\_

Reader: \_\_\_\_\_

Reading 2: \_\_\_\_\_

Reader: \_\_\_\_\_

Additional notes:

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## 3. Speakers & Eulogists

*Identify who will speak and in what order.*

Speaker 1: \_\_\_\_\_

Topic/Notes: \_\_\_\_\_

Speaker 2: \_\_\_\_\_

Topic/Notes: \_\_\_\_\_

Optional Open Sharing:

Yes

No

Time-limited (e.g., 5 minutes)

#### 4. Music Selections

*Include live or recorded music, instrumental pieces, or meaningful songs.*

Opening Music: \_\_\_\_\_

Mid-Service Music: \_\_\_\_\_

Closing Music: \_\_\_\_\_

Notes:

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#### 5. Rituals or Symbolic Gestures

*Choose any meaningful actions to include.*

- Candle lighting
- Memory table
- Placing flowers
- Moment of silence
- Photo tribute
- Other: \_\_\_\_\_

Details or instructions:

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#### 6. Closing Words

*What message, blessing, or reflection will end the service?*

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#### 7. Transition to Reception (If Applicable)

*Notes for guiding guests after the service.*

- Reception immediately following
- Reception at a separate location
- Private family gathering

Location/Details:

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