



**Cedars Memorial Service & Reception**  
**Pastoral Care (PC) Liaison Planning Worksheet**  
 Revised October 2017

**Cedars Planning Team**

**Cedars Minister** (Rev Thomas) – will plan and coordinate various aspects of the memorial service, ie music, sound, reserve space at TIS, OoS, etc. and coordinate with planning team as needed.

**Cedars Teams Setup Coordinator** (Sally) – will provide overall support and coordination for Cedars Teams for both events (service & reception), provide special setup instructions and signs.

**Lead Team Leader** - will coordinate setup for the events, will organize the staffing of the teams for setup and takedown.

**Lead Pastoral Care Liaison** - in coordination with the minister, the PC Liaison will work with the family regarding decisions for the service and reception, will be the primary contact for setup related issues with the family especially the food, flowers, and other special needs for the events.



**Lead Setup Leader** (may also be the Team Leader) - will lead setup for the events, picking up setup boxes and other items from office as needed.

**Useful Data Points**

Event: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Expected attendance: \_\_\_\_\_

Cedars minister officiating:      Yes      or      No

Cedars Music Director used:      Yes      or      No

Cedars choir singing:      Yes      or      No

Hymnal needs:      Grey      or      Teal

Who is ordering flowers:      Family      or      PC Liaison

Who is ordering food & beverages:      Family      or      PC Liaison

Is a caterer being used:      Yes      or      No

Special sound system needs:      Yes      or      No

### **Miscellaneous Planning Notes:**

1. Unless the family makes other plans, Cedars will provide simple cookies, coffee, tea, and juice for the service, typical to what is set out on Sunday mornings.
2. It will be helpful if the minister and PC Liaison have met with the family before the first planning meeting.
3. It is expected that the family will arrange and pay for all equipment rental, the hall rental, food, beverages, and flowers. **Please note that The Island School's Webster Hall is available for use free of charge to Cedars. Please contact either the minister or the office with your request for the use of this facility with date and times.** At the discretion of the minister the PC Liaison can solicit help from the congregation for food, beverages, and flowers.
4. The Partner Team of the lead team will assist as needed.
5. If there will be a hand-off of setup team responsibilities during the reception it would be helpful to have the Setup Leader and PC Liaison for take-down included.

### **Tasks prior to day of event for PC Liaison**

1. Meet with family or their representative to review the Cedars Memorial Service and Reception Family Resource Guide.
2. Encourage the family to select one person to be your primary contact for communications regarding setup, food, beverages, flowers, photo displays, etc. Let them know you will generally be the only person from Cedars contacting the family other than the minister.
3. Advise family that Cedars can provide coffee/tea/juice beverages and cookies. Coordinate with the family if they wish to provide additional food and beverage choices.
4. Maintain record of decision points for family regarding setup issues for service and reception.
5. Coordinate deliveries of food with caterer when used.
6. Make arrangements with Jane Martin to borrow tablecloths and other items if needed.
7. Coordinate with PC Liaison for deliveries to TIS from caterers and rental companies.
8. Ask the PC Rides Coordinator to organize rides to the service for Cedars members in need of a ride.
9. Coordinate with Partner Team PC Liaison regarding cleanup of food, beverages, and flowers, making sure family gets what they want and other items get distributed for use, including the Sunday service the next day.

### **PC Liaison Worksheet for Family Decisions**

#### **Points for the family to consider regarding the Memorial Service:**

##### **1. Would you like to have guests fill out nametags?**

Having guests wear nametags can be helpful for the family in a couple of ways -- remembering names is often difficult in stressful situations, some attendees may not be known to the family. Cedars can provide the nametags and pens as well as staff the table unless the family prefers to do that. The family may prefer to have a family friend staff the table.

- 2. Would you like to have a receiving line of immediate family members to greet guests entering the hall for the service?**  
They will need to stop before the service begins so won't be able to greet everyone.
- 3 Will you be providing any special recorded music?**  
If so please schedule a time to work with the Cedars sound person to make sure it works as you want it to.
- 4. Baskets for cards** – please provide these unless you want to use Cedars offering baskets.
- 5. Consider asking a friend to organize car shuttles from the ferry to help those coming from Seattle.**
- 6. Coat racks** – if the weather suggests people will be wearing coats you may want to rent coat racks so guests don't have to keep their coats throughout the service and reception.

**Points for the family to consider regarding the Memorial Reception:**

- 1. Will you be using a professional caterer?**  
All food brought for the service must be ready to serve since the TIS kitchen is too small to do food preparation. When a professional caterer is involved, the family should select a friend or family member who can assist them in making food service choices and be the liaison between the caterer, family, and the PC Liaison.
- 2. Will you want tables for guests to use during the reception?**  
In addition to sit down tables, the use of pedestal tables moved out into the room for the reception works well. Pedestal tables must be rented as well as additional sit down tables when needed. Sit down tables work well for attendees who are mobility challenged and children. Cedars has four 6' tables that can be brought to TIS.
- 3. Will you be using a rental company for tables, glassware, etc ?**  
TIS and Cedars have no dishes, flatware, linens, etc. Jane Martin may be able to loan some of these items to you. When a rental service is involved, the family should select a friend or family member who can assist them in making these choices (tables, coat racks, glasses, etc) and make the arrangements with the rental service, coordinating with the PC Liaison regarding delivery and pickup dates and times. If disposable plates, flatware, and linen etc will be use we encourage compostible choices. The PC Liaison will work with the family to coordinate deliveries to TIS and pickups after the event.
- 4. Do you expect over 100 attendees?**  
If so, consider placing the food tables on the stage, especially if a caterer is involved and the food choices are not simple food platters. Keep beverage tables in Webster Hall.
- 5. Do you plan to display large photos or posters?**  
Using the windowsills for display of large photos or posters is much easier than using easels. Cedars member Richard Wilson may be able to print some large photos for

## **Special Tasks for day of event**

### **Lead PC Liaison:**

1. Arrive 1 ¼ hours prior to start of service to direct placement of tables, food, and beverages.
2. Greet the family when they arrive, help them as needed.
3. Coordinate with Partner PC Liaison on distribution of leftover food, flowers, etc.
4. After the reception assist the family in collecting their things and taking their leave.

### **Additional notes about setup:**

1. A table needs to be provided for the family to display photos and mementos, use the space just inside the door in case they need to plug in an electronic device for showing photos.
2. Set up 3-4 tables with tablecloths along the walls that can be pulled out into the room after the service with chairs placed for people to sit and visit while they eat.
3. Generally use decaf coffee for a service after noon, use luncheon size plates for reception.