**MEMORIAL MEETING QUESTIONS FOR FAMILY**

**Please fill in and give to your memorial coordinator.**

**Celebration for**

**Celebration of the Life/ Memorial Service at Gwynedd Meeting**

**Family considerations:**

**Gwynedd Meeting Contact Person:**

**Phone/text:****Email:**

**Name & contact information of family representative:**

**Name:**

**Phone/text:**

**Email:**

**Address:**

**Family connection to Gwynedd Meeting?**

**Date and Time of Celebration of the Life (confirmed with Office Manager, 215-699-3055)**

**How many would you anticipate will attend?**

**Do you wish it to be a hybrid meeting so that people can tend via Zoom?**

**Anyone known to need a Wheelchair or Walker?**

**Will there be flowers?          When will they be delivered on day of memorial?**

**Will there be live or recorded music? (Discuss location for musicians)**

**How many family members should we reserve benches for?**

**Who will be Head of Meeting?**

**Will specific people be asked to be on the facing benches (e.g., close friends, Meeting members)?**

**Will there be a memorial book?        If so, who will tend it?**

**Will you have a Memorial program to give to attenders as they enter?**

**Do we need an easel for some presentation/poster? Or will there be a video presentation?**

**Where should memorial contributions be sent?**

**Do you want us to coordinate with Foulkeways memorial service committee?**

**Will you want to hold a reception in Gwynedd’s Community Room after the service?      If so, who will be catering? (Gwynedd Meeting has used Maureen Gibbons, 267-467-4120)**

**Do you intend to have an interment in Gwynedd’s burial ground?**

**Have you signed and returned Gwynedd Meeting’s “Use of Space” and “Hold Harmless” forms to the Office?**

**Please email a copy of the family member’s obituary to your Gwynedd Contact Person.**