

# Memorial Service Planning Checklist

- ELIGIBILITY:** Before proceeding through this checklist, determine if you are eligible to have a memorial service in the Chapel. Eligibility requirements are listed on the [Events Office website](#).
- CHAPEL RESERVATION:** Identify several possible dates and times for the memorial service. Inquire with the Events Office whether the dates you've chosen are available. The [Events Office](#) will help you select the date and time when the Chapel is available. The Events Office central phone number is 804.289.8585. There is no rental fee to use the Chapel for a memorial service; however, a technician/Chapel attendant must be secured in order to turn on the lights, and depending on the day and time of the service, there may be a fee for the technician.
- RECEPTION RESERVATION:** Determine whether you intend to hold a reception and whether it will be on campus or off campus. Receptions are generally held in the Alice Haynes Room, the Wilton Center Multifaith Room, or the Robins Pavilion of the Jepson Alumni Center. All costs associated with a reception are at the client's expense. The Events Office can help you reserve a reception space. [UR Dining Services](#) has first right of refusal for catering receptions. If [UR Dining Services](#) is not available, the university can provide you with a list of approved outside catering vendors from which you may choose. The contact for the [Jepson Alumni Center](#) is Rick Glass at 804.289.8544. All other spaces can be reserved through the [Events Office](#). Please note that to hosting a reception on campus requires a [Certificate of Insurance](#), and we also ask that you carefully review the [Food and Beverage Guide](#) for additional requirements. Linens are not included with the reservation when an outside vendor is contracted.
- COLUMBARIUM RESERVATION:** If the deceased has made arrangements to be inurned or scattered in the University Columbarium and you are interested in doing the inurnment or scattering as part of the memorial service, contact the [Office of the Chaplaincy](#). The Chaplaincy can determine if the Columbarium Garden is available and they will coordinate the process for getting the appropriate marker engraved in time for the service. If the deceased had not pre-arranged to be inurned or scattered in the University Columbarium, but it is of interest to you, visit the [Columbarium website](#) or contact the Chaplaincy at 804.289.8500 for more information.
- MUSICIANS:** Secure organist/musician/vocalist. The Chapel is equipped with a Baroque tracker-action pipe organ and a 7' walnut finish Steinway piano. Please contact the [Office of the Chaplaincy](#) if you are interested in hiring someone to play either instrument. If a musician is contracted, they should be compensated at least a \$200 honorarium. If you secure a musician who is not employed by the University, please ensure they know how to play the Baroque tracker-action pipe organ. If the musician you have hired wishes to practice beforehand, they will need to reserve the building through the [Events Office](#).
- OFFICIANT:** If you have a minister you would like to use for the service, you are welcome to invite that person. The [Events Office](#) or the [Office of the Chaplaincy](#) can provide guidance to your family's minister, if needed.
- PARKING:** Work with the Events Office to reserve parking. Visit the [Memorial Services webpage](#) for more detailed information about parking availability.
- AUDIOVISUAL:** Chapel acoustics make it unnecessary to have a microphone in the Chapel. If you desire to use a microphone or have a CD of music played, you need to contact the [Events Office](#) to inquire about the availability of an AV technician. If a technician is secured, you should arrange to meet with the technician ahead of time to discuss music cues, if necessary. If you would like to show a slideshow during the service or reception, or if you would like videography of your service, the [Events Office](#) can help determine if a technician is available. Please note there is a fee for the hiring of a technician to help with any audiovisual needs.
- FAMILY GATHERING SPACE:** If the family wishes to gather prior to the service, contact the [Events Office](#) for availability of the Wilton Center Conference Room. The [Wilton Center](#) is located adjacent to the Chapel.
- CHAPEL SETUP:** The standard set up for the Chancel is that the pulpit/lectern is centered and there are two chairs stage right. The piano is located on a raised platform behind the pulpit. We are unable to deviate from this arrangement.

**DIRECTIONAL SIGNS/WAYFINDING:** Directional signs can be ordered from [University Printing Services](#), 804.289.8525. Signs should clearly state the date of the memorial service so that they are not removed prior to the service. Sign orders, printing costs, and posting of signs are the client's responsibility and University Printing Services should be paid directly. Please plan to remove the directional signs immediately after the service.

**BULLETIN/PROGRAM:** If desired, create a bulletin/program. Printing of the bulletins is the client's responsibility and can be done by the [University Print Shop](#) or a print shop in your area. Please take all bulletins with you at the conclusion of the service.

**USHERS/GREETERS:** The Chapel has two doors- a side door closest to the Chapel parking lot (U21) and the main entrance. Station ushers/greeters and a guestbook/registry at both doors. Ushers/Greeters should plan to arrive at least 30 minutes prior to the start of the service.

**RESERVED SEATING:** Consider how many pews you want to reserve for family members and participants in the service. If you are working with a funeral home, they may have reserved signs you can use. If not, it is the client's responsibility to create them. Please remove all signage immediately following the service.

**GUEST BOOKS:** It is the client's responsibility to provide a guest book/registry and they can be purchased from your local stationery store. If you are working with a funeral home, they typically provide a registry/guest book. We suggest getting two books as there are two entrances to Cannon Chapel. The tables in the narthex of Cannon Chapel are typically used to set up the guest book signing area. You could also request a podium(s) from the [Events Office](#) to be placed in the Chapel prior to the service to hold the registry/guest book. Please remember to take the guest book(s) with you upon conclusion of the service.

**FLOWERS:** If floral arrangements will be delivered to Cannon Memorial Chapel, the delivery information to give them is 37.574714 longitude and -77.539025 latitude. There is not a street address for the Chapel. It is helpful to appoint someone to receive the arrangements that arrive the day of the service. All arrangements need to be removed from the Chapel immediately following the service.

**PHOTOS/MEMORABILIA:** Think about items you may want to display at the reception and how you would like the room set up (receiving line, tables of 8, etc.) and work with the [Events Office](#) on your specific needs.

**CASKET:** If a casket will be present, the hearse can load/unload on the brick patio directly beside the handicapped entrance to the Chapel.

**INVOICE:** All charges incurred as part of the service and reception (AV technician, catering, etc.) will appear on a consolidated invoice and will be mailed to you following the service. The University Print Shop should be paid directly for any items they provide (signage, bulletins, etc.)

## HELPFUL TIPS

- Please note that there are no public access restrooms in Cannon Chapel. Please direct guests to restroom facilities in the Wilton Center or Tyler Haynes Commons.
- It is helpful to have an usher remain in the back during the service to greet late arrivals. If working with a funeral home, they may provide this service.
- Tissues are not provided, and if desired, are the client's responsibility.
- The family may wish to enter as a group through the side door nearest the Columbarium garden. The minister is encouraged to make arrangements with the organist so they know when to stop playing for the family to enter in silence.
- If your anticipated crowd is less than 300, your ushers may want to direct guests to be seated in the front half of the Chapel.
- Please note it typically takes at least an hour to post the directional signs around campus so it is best to do this well in advance of the start time for the service.