Funeral and Memorial Information/Checklist

Unitarian Universalist Fellowship of Manhattan

Name of Deceased	
Date/Place of Death	
Date/Time of Service/Reception	
Location for Service/Reception	
Funeral Home Name/Location	
Deceased Relationship to UUFM	
Notifications in E-List, Newsletter	

Contact Persons

Minister: Michael Nelson	Reserve Facility/Set Date: Sue Turner
Phone: 785-765-3650 (home)	Phone: 785-539-3272
Phone: 913-961-2626 (cell)	e-mail: office@uufm.net
e-mail: minister@uufm.net	
Music: Michael Oldfather	Sound/Audio: Mark Moser
Phone: 785-3738 (home)	Phone: 785-537-5028
e-mail: mou812@ksu.edu	e-mail: mark@grapeviner.com
Parking: Michael Oldfather	Facility Use: Brice Hobrock
Phone: 785-3738 (home)	Phone: 785-776-3175 (home)
e-mail: mou812@ksu.edu	Phone: 785-477-3982 (cell)
	e-mail: hobrock@ksu.edu
Reception: Shirley Hobrock	
Phone: 785-776-3175 (home)	
Phone: 785-477-3984 (cell)	
e-mail: shirleyjhobrock@hotmail.com	

Information Checklist for Family and Arranging for Services

Write Obituary	Publication of Obituary	
Is Minister Needed	Notifications of Relatives	
Arrangements with Funeral/Cremation Services	Pallbearers	Speakers at Memorial Service
Arrangements for Funeral or Memorial Service	Location of Interment	Ushers Needed
Number at Service	Number at Reception	Role of Funeral Home for Service
Chairs Required at Service	Projection System Needed for Sanctuary	Flowers
Electronic Display of Pictures in Narthex	Sound System for Music	Photographer or Videographer
Music for Service	Microphones for Service	Podium
Nursery Needs	Extra Parking	Programs for Service
Memorabilia Exhibit	Table for Memorabilia	

General Notes

- 125 cloth chairs are available for services in Sanctuary. Auxiliary steel chairs are available or additional chairs may be rented.
- Three plant stands are available.
- Upper and lower parking lots on premises have a capacity of 50 cars. Make arrangements with parking supervisor if more are anticipated. Arrangements may be made with Kaw Valley Greenhouses for overflow parking
- Use caution in parking along Zeandale Road, exiting and walking across road
- Tablecloths are located in storage unit outside men's bathroom.

Options for Funeral Receptions at UUFM

Simple Reception with Cookies or Cake, Punch, Coffee, Tea
Lunch or Dinner with Sandwiches, Salads and Dessert, Coffee, Tea
Lunch or Dinner with Casserole, Salads and Dessert, Coffee, Tea

Responsibility for Reception

Who is Setting Up?	
Who is Providing Food?	
Who is Serving?	
Who is Cleaning Up?	

Checklist for Reception

Guest Book: tablecloth on leaf table. Narthex by	Memorabilia: clear table on west wall of	Candles on tables. Matches for candles
front door	Narthex. Tablecloth	
Make Coffee and put in thermos	Set up coffee table with cups, napkins, creamer, sugar, stir sticks.	Flower arrangements on food table
Set up punch bowls (one on either end of food table, 35 cups and ladle	Small glass plates for simple reception, large plates for meal	Assemble food trays
Pitcher of water and glasses on beverage table		
Clear empty plates and dirty dishes continuously as reception proceeds	Wrap surplus food in containers	Take leftovers to Emergency Shelter
Load dishwasher to right first and start.	Load dishwasher to left second and set for 2 hr delay	Take dirty linens home, spot clean and wash in cold water
Wash other items and put away		
Restore information table in Narthex	Reset thermostats for proper settings	Check and lock doors before leaving