

CEREMONY RUNNING SHEET

In loving memory of

NAME AND KNOWN AS

DATE

START AND FINISH TIME

VENUE AND ADDRESS

FUNERAL DIRECTOR

CELEBRANT

FAMILY CONTACT ON THE DAY

EXPECTED GUESTS

LIVESTREAM LINK

GATHERING AFTERWARDS

Share this sheet with the family, the funeral director, the venue and everyone with a role on the day. Times are a guide: a gentle pace matters more than the clock.

ON THE DAY

Order of ceremony

Most ceremonies run 40 to 60 minutes. Adjust the order and timings to suit; your celebrant will confirm the final version.

TIME	WHAT HAPPENS	MINS	WHO	MUSIC AND NOTES
-30	Celebrant arrives; sound, music and slideshow check			
-15	Guests arrive, with music playing			
0:00	Entrance of the family (and coffin, if present)	3		
	Welcome and Acknowledgement of Country	3		
	Opening words: why we are here	3		
	Reading or poem	3		
	Eulogy	10–15		
	Tributes from family and friends	5–10		
	Reflection: photos with music	4–5		
	Reading or poem	3		
	Words of farewell or committal	3		
	Closing words, thanks and invitation to the gathering	3		
	Final song as the family leaves	4		
	Guests depart			

Music and people

Music and media cues

CUE	TRACK OR FILE	START / STOP	WHO PRESSES PLAY
Arrival music			
Entrance song			
Reflection and slideshow			
Farewell or committal			
Final song			

People and roles

ROLE	NAME	PHONE	THEIR CUE
Eulogy			
Reader			
Reader			
Tribute			
Lead pallbearer			
Greeter or usher			
Music and slideshow			
Livestream			
Venue contact			
Funeral director			

BEFORE, DURING AND AFTER

Checklists

Before the day

- [ ] Final ceremony approved by the family
- [ ] Readings printed in large type for each reader
- [ ] Music files on a USB, plus a backup
- [ ] Slideshow tested at the venue
- [ ] Order of service printed
- [ ] Livestream tested
- [ ] Speakers know their order and timing
- [ ] Reserved seating agreed

On the day

- [ ] Celebrant arrives at least 30 minutes early
- [ ] Microphone and sound checked
- [ ] Water and tissues at the lectern
- [ ] Reserved seats marked
- [ ] Spare copies of every reading
- [ ] Guest book and pens out
- [ ] Photo, flowers and memory table in place
- [ ] A gentle reminder to silence phones

After the ceremony

- [ ] A copy of the ceremony given to the family
- [ ] Livestream recording shared
- [ ] Thank-yous to helpers

Notes



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