

# Chapel requirements

## BOOKING DETAILS:

At \_\_\_\_\_ Cemetery  
Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

## DECEASED'S DETAILS:

Mr  Mrs  Ms  Miss Gender:  Male  Female

Full name of deceased: \_\_\_\_\_

## FUNERAL DIRECTORS DETAILS:

Company: \_\_\_\_\_ Funeral Director: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

## OFFICIANT'S DETAILS:

Name: \_\_\_\_\_ Phone/Mobile: \_\_\_\_\_

## SERVICE INFORMATION:

Approximate number attending service: \_\_\_\_\_ Wheelchair / Walker: \_\_\_\_\_

Reserved seating: \_\_\_\_\_ Left: (x Rows) \_\_\_\_\_ Right: (x Rows) \_\_\_\_\_ RSA: \_\_\_\_\_ Religion: \_\_\_\_\_

## NORTH SHORE MEMORIAL PARK

Visual:  DVD  DVD / Movie format

Audio:  Original CDs  Burned CDs

Recording of service:  DVD

## WAIKUMETE CEMETERY & CREMATORIUM

Visual:  DVD / Movie format  Individual Digital Photos

Audio:  Original CDs  Burned CDs

Recording of service:  DVD

## MANUKAU MEMORIAL GARDENS

Visual:  Movie format  DVD  Bob White F/L  Microsoft PowerPoint  Other

Audio:  Original CDs  Burned CDs  iPod / MP3 Player  USB files

Recording of Service:  Webcasting  DVD  USB / External Drive

## ADDITIONAL INFORMATION:

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# Testing media for chapel services

## OFFICE USE ONLY

### CONTACT DETAILS:

Name: \_\_\_\_\_ Relationship to deceased: \_\_\_\_\_

Mobile / Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Additional Contact Information: e.g. best time to call \_\_\_\_\_

### MUSIC:

To be played: \_\_\_\_\_ Supplied on: \_\_\_\_\_

Song Title: \_\_\_\_\_

Song Title: \_\_\_\_\_

Song Title: \_\_\_\_\_

Song Title: \_\_\_\_\_

Song Title: \_\_\_\_\_

Song Title: \_\_\_\_\_

Additional instructions: \_\_\_\_\_

### Tested:

In Chapel using: \_\_\_\_\_ by: \_\_\_\_\_

In Office using: \_\_\_\_\_ *computer* by: \_\_\_\_\_

### PHOTOS / MOVIE / SLIDESHOW:

To be played: \_\_\_\_\_ Supplied on: \_\_\_\_\_

File Name: \_\_\_\_\_

File Name: \_\_\_\_\_

File Name: \_\_\_\_\_

Additional instructions: \_\_\_\_\_

### Tested:

In Chapel using: \_\_\_\_\_ by: \_\_\_\_\_

In Office using: \_\_\_\_\_ *computer* by: \_\_\_\_\_