



VFW CHAPLAIN BURIAL/MEMORIAL SERVICE CHECKLIST

HAS THE VFW CHAPLAIN COMPLETED THE FOLLOWING:	YES	NO	DATE
1. Coordinated the date, time, and location of the ceremony/service with family of deceased?			
2. Have the officers for the ceremony/service been notified of the service/ceremony? (Commander, Sr. Vice Commander, Jr. Vice-Commander, Officer of the Day). Call to confirm at least 3 days beforehand.			
3. Has a burial flag been ordered by/for the family (VA Form 27-2008)?			
4. Ascertained the accuracy of the information of the deceased which will appear in the memorial ceremony/service bulletin?			
5. Selected the appropriated scripture(s) and or remarks for the ceremony/service? (Check with the family to see if there are any special requirements for the religion of the deceased).			
6. Checked to make sure that the proper equipment (White flowers, evergreen branch, wreath, small American flag, TAPS bugle or music CD, graveside cards) are in the Chaplain's possession prior to the ceremony/service?			
7. Informed the officers for the ceremony of their responsibilities and tasks at the ceremony/service? (Where to stand, how to salute, where to place ceremony items).			
8. Retrieve equipment and cards from ceremony officers. (Thank the officers for their service).			



BURIAL/MEMORIAL SERVICE PLANNING WORKSHEET

DECEASED/FAMILY AND SERVICE INFORMATION

Name of Deceased: _____

Title or offices held: _____

Date of Birth: _____ Died: _____ VFW Post Number: _____ District Number: _____

Name of immediate family member: _____

Phone Number: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Date of Memorial Ceremony/Service: _____

Chapel/Cemetery: _____ Address: _____

City: _____ State: _____ Zip Code: _____

MEMORIAL TEAM

Commander Name: _____ Phone Number: _____

Sr. Vice Commander Name: _____ Phone Number: _____

Jr. Vice Commander Name: _____ Phone Number: _____

Officer of the Day Name: _____ Phone Number: _____

Chaplain Name: _____ Signature: _____

SOME ADDITIONAL THOUGHTS AND IDEAS

The VFW Commander has the final word on how the aspects of a funeral, ceremony/service will take place, but he looks to the Chaplain as his expert in what is appropriate. Once the decision is made about the type of service/ceremony, time, place and such it is imperative to put things on paper. By giving participants written confirmation and instructions you avoid confusion and delay.

WORKSHEET – A service worksheet should be developed and kept handy. It gives you a convenient place to list names and phone numbers and allows you to keep accurate notes on who has agreed to what.

THE BULLETIN – Here is a chance to shine or cause big problems. If done with care and forethought, the bulletin will become a cherished memento for family and friends. It must be error free and well laid out with as much information about the deceased as can be accurately determined. It is the family's responsibility to provide biographical information. Make sure you make plenty of bulletins.

When the names of those taking part in the service are listed on the back of the bulletin it allows unobtrusive last minute changes and reduces clutter in the text.

The artwork on the bulletin cover must be carefully chosen to avoid the morbid and incongruous.

DRESS REHEARSAL With all participants assembled, go through the entire service. Look for any faults in the service and correct them accordingly. The actual rehearsal should take place either the day before or the morning of the service.

TAPS – Felt by many to be the most moving part of the service. The taps can be played in a number of ways:

- a. Inside the chapel for an echo effect.
- b. Outside the chapel for a lonely effect.
- c. Using two trumpeters for a very moving effect.

A tape backup system must be checked out standing by.

A letter of appreciation is in order for the trumpeter and his name should be placed in the bulletin.

LETTER OF APPRECIATION – A letter of appreciation should be given to all those who took part in the service. If necessary, prepare the letters yourself and present them to the Post/District Commander to sign.