

## **Ceremonies Group Supervisor Checklist**

- Determine (through the Family Liaison Officer) the religious affiliation of the officer and family.
- Determine (through the Family Liaison Officer) the exact name, address and telephone number for the house of worship preferred by the family.
- Contact the leader of the congregation and determine the seating capacity of the facility.
- Meet with the leader of the congregation and compose a detailed list of the items or issues the Department is expected to handle and a detailed outline of how the service is expected to evolve.
- Solicit the recommendations of the leader of the congregation for the family and VIP seating.
- Set a tentative date and time for the service. Do not make a commitment (autopsies and the investigation may delay the release of the remains).
- Prepare to brief the Incident Command Staff at the scheduled planning meeting.
- Advise the leader of the congregation that a Master of Ceremonies must be provided to choreograph all aspects of the worship service.
- Arrange a dress rehearsal for all who participate in the worship service (ushers, pall bearers, honor guard).
- Work on parking layout at the house of worship.
- Ensure facility is large enough to handle the anticipated numbers; plan contingency for attendance overflow.
- Assist with printing and distributing written program
- Coordinate seating arrangements
- Coordinate music arrangements and activities of musicians
- Plan for rehearsals as needed

**Recommended Presentation Order for Memorial Service:**

1. Invocation
2. Prayer
3. Opening remarks/greetings
4. Special music
5. Scripture reading/clergy remarks
6. Speakers
  - a. Mayor
  - b. City Manager
  - c. State or Federal Officials
  - d. Family
  - e. Union representative
  - f. Friends
7. Eulogy – Fire Chief
8. Special music
9. Presentations
10. Closing remarks/prayers
11. Last Alarm Ceremony
12. Bagpipes
13. Dismissal instructions