

## Planning a Celebration of Life Event

If you are thinking of doing something a little different from a traditional church service to honor and celebrate your loved one, We are here to help and guide you with this process, creating a unique event to honor them with a “Celebration of Life Event” A **Celebration of Life** is a time to come together to celebrate the unique personality and achievements of your loved one. It is an opportunity to tell a story and a chance to remember and cherish the life they lived. Let us guide you during this difficult time elevating your stress so you can focus on what really matters.

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Planning your own event can be challenging and stressful at times, you may feel overwhelmed with everything that will need to get done. Below is a checklist to help with this process.

**Venue ~** A place where your family will gather to pay contribution to your loved one.

### Decide between:

- A Church
- Hall or Unique Rental Space
- Full service Venue such as a golf course
- Winery, Enchanted Garden or Farm
- Clubhouse at your Complex
- Your Home (inside, in your yard or in a tent)
- Park, On a boat or at a workplace or business

### Things to take into consideration:

- Who will set everything up? IE: tables, chairs, linens, bar, décor, your personal items?
- What time do you have access and when do you need to be out?
- Clean up after – what it is required and what do you want to do, keep in-mind how you will be feeling ~ *Overwhelmed*
- If you are using your home, consider hiring staff to serve and clean-up, so you can focus on your loved one and guests.

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### Food and Beverage ~

- Work with a catering company that can meet your needs and provide exactly what you vision.
- Make certain the catering contract states all the necessary details ~

*(Times, amount of pieces per. person., staff responsibilities, set-up/clean-up)*

- Will the catering company make a unique dish?
- Does the venue provide everything?
- Have friends and family bring food, cultural dishes, include family recipe?

### Things to think about:

- Is there a special dish that would represent your loved one (something they loved to eat)?
  - Who is putting on the coffee and picking up things like cream and sugar?
  - Even if you bring your own food who is serving it and putting it out?
  - Will you have liquor? Or toast? Who will be licenced to serve?
  - If you are in a Hall or rented space, you will be required to get a Special Occasion License (SOL) and can serve your own liquor – any unopened liquor can be returned for refund. You will need a person with serving it right on site (ideally a bartender)
  - Hosting in your private home you will not be required to have a liquor licence and are free to serve whatever you want. Under 100 guests
  - Do you require rental of dishes, cutlery, glass wear or napkins (using a rental company they go back dirty!)
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# *Aim 2 Pleeze*

*Catering and Decorating Services*

604-375-9879  
[www.aim2pleeze.info](http://www.aim2pleeze.info)  
[aimee@aim2pleeze.info](mailto:aimee@aim2pleeze.info)

## Logistics

- Do you require tables or chairs for your venue?
- at home you may need a few tables and some extra chairs)?
- who will set up the tables and chairs?
- Do you require table cloths?
- Do you require a tent for your yard?

## Audio Visual

- Are you going to have speeches – you may require a microphone and amplification this is a stressful time and speaking load and clear may not be easy for everyone?
- Will you have a slide show or video presentation – you may require to rent a projector and screen.
- Music – background music is nice to have on and a playlist that represents your loved one is nice to have. You may also want to play a few special songs during a service or speech's
- How technical are you? A professional DJ / Technician can make this work flawlessly for you and will offer mic's and music for your slide show.

## HOW CAN WE HELP, make this process easier for you?

When you are ready, answer these simple questions below so our Event Coordinator can assist and make this as easy as possible.

How many guests do you expect to attend? ~ 15-30 40-60 70-100 100-200 200-300

It's hard to determine, just a rough idea.

How involved do you want to be with the pre planning of the celebration or day of logistics?

What do you **not** want to do?

Would you prefer a church service or unique venue to gather with family and friends?

Formal Service or a Casual Service?

Will there be a program, speeches, open mic, family involvement?

Do you wish to have flowers, decorations or unique gifts for guests to take home with them?

What would be a reasonable budget for your family? For Example: \$1000 ~ \$3000 \$5000~ \$8,000

Do you want to offer food or beverages to your guests?

Estimate \$6.00 per person ~ \$35.00+ per person

What time of day would you like to gather?

Would you prefer a weekday or weekend celebration?

Will your loved one be present (Ashes or Casket present?)

Any information you wish to share about your loved one is helpful, so we can create a unique and special day to honour your loved one.

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## Décor and Remembrance

- **Flowers** can add a very nice touch and bring life and brightness to any space. incorporate their favorite flowers and colors
- You can include personal items of your loved one creating unique centerpieces for the guest tables.
- Copy some favorite pictures and put them in a scrap book for your guests to sign a message next to.
- A Memory Tree ~ Have guests sign a piece of paper and hang it in the tree as they enter the space.
- Create a Memory Table and Memory Boards ~ think about your loved one's hobbies and passions.
- Gather some of the key things that were important to your loved one from home.
- Place items reflecting their hobbies or interests, perhaps a bowl with their favorite candy or treats, and friends and family can help themselves.
- Label the items and explain the significance. Memory boards are used similarly to memory tables, but items are posted on a board.
- Speeches or Open mic: even if you are just planning a reception after a funeral it is nice to have someone say a few words or share a memory
- **Hire a Celebrant:** not everyone wants a formal funeral or has a specific religion. A celebrant will travel to you wherever the Memorial or Celebration of Life is being held. A Celebrant is a person who is trained and certified to meet the needs of families during their time of loss. Celebrants provide personalized funeral services that reflect the personality and lifestyle of the deceased. They can arrange to meet with you in your home to discuss your needs.
- **Remember your loved one** with a gift and offer it to the guests attending the service:  
EX: Recipe cards of their favorite dish/cookie etc. (Ask the catering company to make it for reception) Personalize keychains, paper seedlings, small flowers or plan to place in their garden etc....
- Most charities and registered non-profits, schools and social groups have a program for a gift in memory that can be made by your guests, many will provide cards and signage that you can hand out and most have an online link that you can send to your friends and family.

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## Links for donations:

Alzheimer Society ~ <http://alzheimer.ca/en/Home/Get-involved/Ways-to-donate>

Burn Fund ~ <https://interland3.donorperfect.net/weblink/weblink.aspx?name=E151974&id=9>

Canadian Breast Cancer Foundation ~ <http://www.cancer.ca/en/about-us/a-future-without-breast-cancer/>

Canadian Cancer Society ~ <http://www.cancer.ca/en/donate/?region=bc>

Canuck Place ~ [https://secure.canuckplace.org/index.php?tribute\\_donation=Yes](https://secure.canuckplace.org/index.php?tribute_donation=Yes)

Children's Hospital Foundation ~ <http://www.bcchf.ca/donate/give-in-honour-or-in-memory/>

Heart and Stroke ~ <https://authoring.heartandstroke.ca/get-involved/donate/in-memoriam>

The Lions Society of BC ~ <https://www.eastersealsbcy.ca/how-you-can-help/gift-in-memory/>

Leukemia & Lymphoma Society of Canada ~ [https://llsc.donorportal.ca/Donation/Donation.aspx?F=801&T=GENER&L=en-CA&G=85&NFP=1&\\_ga=1.76107797.1415172065.1473359468](https://llsc.donorportal.ca/Donation/Donation.aspx?F=801&T=GENER&L=en-CA&G=85&NFP=1&_ga=1.76107797.1415172065.1473359468)

The Lung Association of BC ~ <https://bc.lung.ca/donate>

MS Society of Canada ~ <https://mssociety.donorportal.ca/Donation/Donation.aspx?F=1674&T=INHON&L=en-CA&G=303&NFP=1>

Red Cross ~ <http://www.redcross.ca/donate/appeal/donate-to-the-canadian-red-cross-fund#a0650cb6-ce29-4c40-b663-e749a0a9163f>

SPCA BC Society for the Prevention of Cruelty to Animals British Columbia ~

[https://secure3.convio.net/bcspca/site/SPageServer/?NONCE\\_TOKEN=A08D3D716C1E7C8D2473C77A65DBCB9E&pagename=donate&utm\\_source=redirect&utm\\_campaign=donate](https://secure3.convio.net/bcspca/site/SPageServer/?NONCE_TOKEN=A08D3D716C1E7C8D2473C77A65DBCB9E&pagename=donate&utm_source=redirect&utm_campaign=donate)

United Way Lower Mainland ~ [https://www.helpforcharities.com/uwlm/index.php?\\_ga=1.77211542.2023143810.1473359061](https://www.helpforcharities.com/uwlm/index.php?_ga=1.77211542.2023143810.1473359061)

Union Gospel Mission ~ <https://www.ugm.ca/donate/>

The Vancouver Aquarium ~

[https://secure2.convio.net/vamsc/site/Donation2;jsessionid=8FD7D3AEED590881B8D5B4EC12114741.app267a?df\\_id=2065&2065.donation=form1](https://secure2.convio.net/vamsc/site/Donation2;jsessionid=8FD7D3AEED590881B8D5B4EC12114741.app267a?df_id=2065&2065.donation=form1)

The Vancouver Foundation ~ <https://www.vancouverfoundation.ca/give/donate>

World Vision Canada ~ <https://worldvisioncan.akaraisin.com/Common/Event/EventNotAvailable.aspx?seid=6300&mid=59>