

## Funeral Service Planning Sheet

### Funeral Service Planner:

Name:

Date of Birth:                      Date of Rest:

Funeral Service on:      Date:                      Time:

Place:

Language of Service:    English:       Japanese:

Casket:                      Ashes with picture:

Officiating Minister (s): \_\_\_\_\_

NOTE: If the family wishes to invite a guest minister(s) to participate, please contact Rev Hayashi, who will extend the invitation. The family will be responsible for making travel and lodging arrangements for the guest minister(s).

Expected number:    family/relatives:      guests:

### Service Order:

1. Bell and Processional
2. Opening remarks by service chairperson:
3. Chanting and Presentation (or Introduction) of Buddhist Name
4. Chanting and Incense offering in the following order by Family, Relatives, Pallbearers (and Honorary Pallbearers), Congregation
5. Incense offering by organizational representatives:
  - Temple:
  - Friend(s):
  - Other organizations:
6. Dharma Message by:
7. Reading of 'On White Ashes':
8. Personal History and/or Words of Remembrance:  
(10 minutes max. regardless of the number of speakers)
9. (optional) Gatha by Congregation:
10. Words of appreciation, announcements and closing remarks
11. Recessional
12. (optional) Receiving line

**Ushers:**

\_\_\_\_\_  
\_\_\_\_\_

**Reception Committee:**

\_\_\_\_\_  
\_\_\_\_\_

**Condolence Book:**

\_\_\_\_\_

**Flower Committee:**

\_\_\_\_\_

**Pallbearers:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please make arrangements to provide the following one hour before the service:**

- Condolence book(s) and Koden (monetary condolence gift) book or laptop.
- Picture of the deceased, preferably 8x10 or larger so that it may be seen by the guests.
- Offerings such as fruit, manju, etc (no meat products)

**Additional Information:**

- All committee members and family members should be instructed to be at the service site one hour before the service.
- Please make arrangements to remove flowers from the Temple after the service.
- If you are planning to have a reception at the temple, please note that, as a kindness to our volunteers and temple staff, the allotted time from the beginning of the service until the end of the reception clean-up shall be no more than 3 hours.

**Contact information:**

Tri-State Denver Buddhist Temple  
P.O. Box 719  
Denver, CO 80202  
Phone: 303-295-1844

**head minister:** Rev. Nariaki Hayashi e-mail: [revhayashi@tsdbt.org](mailto:revhayashi@tsdbt.org) cell: 510-604-7268  
**minister:** Rev. Diana Thompson e-mail: [revthompson@tsdbt.org](mailto:revthompson@tsdbt.org) cell: 303-532-7445

Family point of contact:

Name: \_\_\_\_\_ Phone \_\_\_\_\_  
e-mail: \_\_\_\_\_