

## Funeral Arrangements

|                                                                                                                                                                                                                                                                                                                                     |                     |             |                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------------|--------------------|
| Name of contact person:                                                                                                                                                                                                                                                                                                             |                     |             |                    |
| Cell phone number:                                                                                                                                                                                                                                                                                                                  |                     |             |                    |
| E-mail address:                                                                                                                                                                                                                                                                                                                     |                     |             |                    |
| Name of deceased:                                                                                                                                                                                                                                                                                                                   |                     |             |                    |
| Date of Birth & Death of deceased:                                                                                                                                                                                                                                                                                                  | Birth:              |             | Death:             |
| Is the deceased a member of NG Weltevreden?                                                                                                                                                                                                                                                                                         | Yes                 |             | No                 |
| Name of Minister/Pastor:                                                                                                                                                                                                                                                                                                            |                     |             |                    |
| Service conducted in:                                                                                                                                                                                                                                                                                                               | Church:             |             | Chapel:            |
| Date of Funeral:                                                                                                                                                                                                                                                                                                                    |                     | Start Time: |                    |
|                                                                                                                                                                                                                                                                                                                                     |                     | End Time:   |                    |
| How many people expected?                                                                                                                                                                                                                                                                                                           |                     |             |                    |
| <b>Service Information:</b>                                                                                                                                                                                                                                                                                                         |                     |             |                    |
| What type of service:                                                                                                                                                                                                                                                                                                               | Memorial Service:   |             | Burial:            |
| Is the Burial:                                                                                                                                                                                                                                                                                                                      | Before the Service: |             | After the service: |
| Is the coffin coming to the Church / Chapel?                                                                                                                                                                                                                                                                                        |                     |             |                    |
| Is the coffin going inside the Church/Chapel?                                                                                                                                                                                                                                                                                       |                     |             |                    |
| Is there viewing inside Church/Chapel?                                                                                                                                                                                                                                                                                              |                     |             |                    |
| <b>You are welcome to bring your own:</b>                                                                                                                                                                                                                                                                                           |                     |             |                    |
| Flowers                                                                                                                                                                                                                                                                                                                             |                     |             |                    |
| Photo                                                                                                                                                                                                                                                                                                                               |                     |             |                    |
| Candles                                                                                                                                                                                                                                                                                                                             |                     |             |                    |
| <i>Please Note: NOTHING on top of Clavinova, piano and organ!</i>                                                                                                                                                                                                                                                                   |                     |             |                    |
| <b>NG Weltevreden Information:</b>                                                                                                                                                                                                                                                                                                  |                     |             |                    |
| Melinda Olivier at Mels Flowers, 082 453 2622 for flowers                                                                                                                                                                                                                                                                           |                     |             |                    |
| Yolanda at 011 475 5510 / <a href="mailto:skriba@ngweltevreden.co.za">skriba@ngweltevreden.co.za</a> for any queries                                                                                                                                                                                                                |                     |             |                    |
| Contact Keith at <a href="mailto:keith@ngweltevreden.co.za">keith@ngweltevreden.co.za</a> for any Sound and Media queries                                                                                                                                                                                                           |                     |             |                    |
| <p>If the funeral lasts longer than the booked time, an additional charge of R3500 per hour/any part of an hour, will apply.</p> <p>NOTE: Only possible with prior consent if the relevant service providers are available for this additional hour.</p> <p>An additional invoice will follow, relevant to the funeral service.</p> |                     |             |                    |

|                                                                               |                                                                                                                                                                                 |                                                                                       |                                                  |
|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------------------------------------------------|
| <b>Technical requirements:</b>                                                |                                                                                                                                                                                 |                                                                                       |                                                  |
| A Sound Operator is arranged for all funerals.                                |                                                                                                                                                                                 |                                                                                       |                                                  |
| Are there any song items?                                                     |                                                                                                                                                                                 |                                                                                       |                                                  |
| Are there any instruments played?                                             |                                                                                                                                                                                 |                                                                                       |                                                  |
| Do you need a musician(piano/organ)?                                          |                                                                                                                                                                                 |                                                                                       |                                                  |
| Songs that the musician must play:                                            |                                                                                                                                                                                 |                                                                                       |                                                  |
|                                                                               |                                                                                                                                                                                 |                                                                                       |                                                  |
| Do you need a media operator to display photos?                               | Yes                                                                                                                                                                             |                                                                                       | No                                               |
| In which format do you want to display the media (photo's)?                   | Power Point/Slideshow                                                                                                                                                           |                                                                                       | Video                                            |
|                                                                               | Media to be provided to media operator at least 1 day before the date of the service. Keith Bateman at <a href="mailto:keith@ngweltevreden.co.za">keith@ngweltevreden.co.za</a> |                                                                                       |                                                  |
| Is music played?                                                              | Yes                                                                                                                                                                             |                                                                                       | No                                               |
|                                                                               | Music to be provided at least 1 day before the date of the service.                                                                                                             |                                                                                       |                                                  |
| Songs to be played via the sound system:                                      |                                                                                                                                                                                 |                                                                                       |                                                  |
|                                                                               |                                                                                                                                                                                 |                                                                                       |                                                  |
| Format of music?<br>(No CD's)                                                 | Artist and track<br>(If on iTunes)                                                                                                                                              |                                                                                       | MP3 on memory stick<br>(Please provide 2 copies) |
| Are there any speakers?                                                       |                                                                                                                                                                                 |                                                                                       |                                                  |
| Do you want to Live Stream the service?                                       |                                                                                                                                                                                 |                                                                                       |                                                  |
| <b>Costs per hour:</b>                                                        |                                                                                                                                                                                 |                                                                                       |                                                  |
| Minister/Pastor's fee for non-members/after hours                             | R1,200                                                                                                                                                                          |                                                                                       |                                                  |
| Sound Operator (mandatory)                                                    | R800                                                                                                                                                                            |  |                                                  |
| Live Streaming                                                                | R800                                                                                                                                                                            |                                                                                       |                                                  |
| Preparation of media if needed                                                | R800                                                                                                                                                                            |                                                                                       |                                                  |
| Musician fee for non-members/after hours                                      | R950                                                                                                                                                                            |                                                                                       |                                                  |
| Church Custodian Caretaker (mandatory)                                        | R200                                                                                                                                                                            |  |                                                  |
| Rent of Chapel / Church for non-members                                       | R1,300                                                                                                                                                                          |                                                                                       |                                                  |
| Rent of Coffee Shop (Pax.100)<br>/ Large Hall (Pax.300) for tea after funeral | <b>R800 for 2hours only</b><br>Pls fill in Coffee Shop/Large Hall                                                                                                               |                                                                                       |                                                  |