



# McMurray Gospel Assembly

## Funeral Request Form

---

DECEASED NAME: \_\_\_\_\_

DATE OF FUNERAL: \_\_\_\_\_

FROM MGA? YES \_\_\_ NO \_\_\_ START TIME: \_\_\_\_\_

ESTIMATED ATTENDANCE: \_\_\_\_\_

BUILDING ACCESS: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

FUNERAL DIRECTOR: \_\_\_\_\_ TELEPHONE: (W) \_\_\_\_\_

OFFICIATING MINISTER: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE: (W) \_\_\_\_\_ (H) \_\_\_\_\_ (CEL) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

### ROOMS/FACILITIES REQUIRED:

- |                           |                          |                   |
|---------------------------|--------------------------|-------------------|
| FURNITURE REQUIRED:       | <input type="checkbox"/> |                   |
| SOUND EQUIPMENT REQUIRED: | <input type="checkbox"/> |                   |
| SANCTUARY:                | <input type="checkbox"/> |                   |
| CHAIRS:                   | <input type="checkbox"/> | # OF CHAIRS _____ |
| FOYER TABLES              | <input type="checkbox"/> | # OF TABLES _____ |
| PIANO                     | <input type="checkbox"/> |                   |
| CHAPEL BUFFET TABLES      | <input type="checkbox"/> |                   |
| SINGERS/MUSICIAN          | <input type="checkbox"/> |                   |
| POWER POINT               | <input type="checkbox"/> |                   |

### LUNCHEON:

YES  NO  COORDINATORS/CATERER:

TIME OF LUNCHEON: \_\_\_\_\_

\*\*\* MGA Does Not Provide Catering. Reputable caterers can be recommended if needed.\*\*\*

INCLUDING FOOD, OTHER ITEMS YOU MAY WANT TO CONSIDER IN YOUR PREPARATION: COFFEE, TEA, JUICE, NAPKINS, PLATES AND CUTLERY.



# McMurray Gospel Assembly

## Funeral Request Form

### OFFICE USE ONLY

MGA EVENT SUPERVISOR: (KEY HOLDER)

SOUND PERSON:

POWERPOINT PERSON:

FLOWERS FROM MGA: YES  NO

DELIVER TO: \_\_\_\_\_

CONFIRMED:

CONFIRMED:

CONFIRMED:

### Booking Summary (OFFICE USE ONLY)

Main Auditorium and Foyer:	\$400
Officiating Pastor Honorarium:	\$300***
Sound Technician:	(included in above price)
PowerPoint Presentation Preparation:	(included in above price)
Key Holder:	(included in above price)
Meeting Room For Family:	(included in above price)

\*\*\*This is the maximum charge. Officiating Pastor Honorarium is dependent on level of involvement. I.e. Funeral only, Funeral and Reception, Funeral, Graveside and Reception.

Total Fees:

Amount Owing:

Date Paid:

Signature of Staff:

Dated:

**A \$150.00 refundable damage deposit is required to be kept on file for the duration of the event. This can be in the form of a credit card or cheque. A full invoice, reflecting actual use, will be issued after the event.**