

**BEREAVEMENT NOTES
COMMITTEE CHECKLIST**

INTRODUCE YOURSELF AS A MEMBER OF THE CRANE LAKES BEREAVEMENT COMMITTEE. (WE HAVE HEARD OF YOUR LOSS AND WONDERED IF WE CAN BE OF ANY ASSISTANCE TO YOU.

EXPLAIN WHAT WE CAN DO IF THEY PLAN TO USE THE CLUBHOUSE.

INQUIRE IF THE DEATH CAN BE POSTED.

ASK IF THE FAMILY WANTS A MEMORIAL TABLE (PICTURES ETC.) AND A TABLE FOR THE RECORD BOOK AND A BASKET FOR CARDS.

IF FOOD IS PROVIDED, ARRANGE THE FOOD TABLE AND SEE THAT ITEMS ARE REFILLED AS NEEDED, FOOD MUST BE DELIVERED THE DAY OF THE MEMORIAL AS FOOD CAN NOT BE LEFT IN THE CLUBHOUSE OVERNIGHT.

PROVIDE COFFEE, TEA AND ICE WATER, IF REQUESTED.

COVER ALL TABLES OR AS MANY AS NEEDED, USING RESERVED SIGNS AND LINEN TABLECLOTHS FOR THE FAMILY TABLES.

HAVE PEOPLE AT THE FRONT DOOR TO GREET AND DIRECT GUESTS TO THE FAMILY AND GUEST BOOK.

CONTACT THE PANTRY KEY KEEPER FOR THE KEYS IN ORDER TO HAVE ACCESS TO THE SUPPLIES NEEDED.

CLEAN ALL TABLES, PUT KITCHEN IN THE ORDER, TAKE OUT GARBAGE AND REPLACE LINERS.

SET IF SPEAKERS, PODIUM AND MICROPHONE, IF REQUESTED.

THE FAMILY MAY USE THE EQUIPMENT, BUT MUST SET UP ANY VIDEOS AND/OR MUSIC.

Updated

11/22