

# Sample Memorial Service Program

Most print shops can also offer design services to ensure that the program is pleasing to the eye. As an alternative, you can design the program yourself using your own desktop publishing software. Ask your printer which file formats are acceptable.

Memorial Service Program design checklist:

- |                             |                |
|-----------------------------|----------------|
| 9 Cover artwork and/or text | 9 Envelopes    |
| 9 Inside Text               | 9 Typeface     |
| 9 Paper Size                | 9 Font Size    |
| 9 Paper Type                | 9 Ink Color(s) |
| 9 Weight of Paper           | 9 Quantity     |
| 9 Folded (y/n)              |                |

Inside Right (sample):

*We gather together at 4:00 PM on  
November 7 to celebrate the life  
Of Frank Flatt, who passed into  
the next life on November 4, 2000.*

*4:00 Welcome and Prayer*

*4:05 - 4:30 Testimonials*

*4:30 - 4:45 Service by Reverend Bill Baxter*

*4:45 - 6:00 Celebration*

Brief Bio (optional - back cover):

*Frank Flatt was born on April 1, 1954 in Tulsa, Oklahoma, and was educated in Boston, Massachusetts where he attended the Boston Conservatory of Music, graduating with a BA in Music Theory and Composition in 1976. Frank taught chamber music at Miss Hall's School in Pittsfield, Massachusetts until his recent death. Mr. Flatt is survived by his wife, Maureen, and their three children Tom, Dick, and Harry who all reside in the Pittsfield area.*