



*“The Lord is close to the broken-hearted and saves those who are crushed in spirit.”
Psalm 34:18*

It is our honor to walk alongside you as you plan to celebrate the life of your loved one.

Our gift to you: Mariners Church doesn't charge a memorial fee; this healing space is our gift to you in your time of grieving.

WE PROVIDE:

- **Pastor** - honorariums accepted, but not expected or required
 - **Planning Assistance** - with our Memorial Director
 - **Day-of-Coordinator**
 - **Audio Visual technician & Microphones/Equipment** (No recording/live-stream but can help with your equipment) ● **Display Tables & standing Easels**
 - **Hand sanitizer station and masks for those who forgot theirs**
 - **Set-up / clean-up**
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ITEMS FOR YOU TO ARRANGE – Feel free to use any vendors or ask your Memorial Director if you need assistance.

- **Flowers** (OUR CHURCH CAMPUS IS HUGE: please SEND florist the map we will provide you, for exact location)
Unfortunately, we cannot be responsible for floral delivered a day early, or not delivered to exact memorial area
 - **Kleenex** (individual travel packs only, basket/box to hold them)
 - **Pictures** printed for easels (up to 24" x 30")
 - **Guest book/s** (or memory card station: index cards & pens for every guest, sign & box)
 - **Printed Handouts** (e.g.: printed double/single sided on A5 paper with photo, name, favorite quotes) ●
 - **Recording/Live-Streaming** bring a video camera or laptop, the charger & your Facebook or Zoom account login ●
 - **Carrier friends** to help you bring items to and from car, to and from reception space
 - **Music** on *Spotify* Playlist or Live Musicians - copy URL to actual playlist, email to ceremony@marinerschurch.org
 - **Slideshow** (1-2 songs with 60-120 pics) The easiest way is to create it in Google Drive. Create free account, click plus button, select Google Slides from dropdown menu, click plus button to add a slide & then select 'Insert' then 'Image' to upload a photo from your computer. Repeat to add the next slide & image. Repeat until all images have their own slide. Click 'share' and add our email as an 'Editor' (not viewer) ceremony@marinerschurch.org
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SAMPLE Order of Service based on 10am start (ideal ceremony length is 1 hr)

2 hrs before Deliveries able to arrive, Coordinator & AV tech on site.

1.5 hrs before Family Arrival, AV Tech do **soundcheck with musicians**

9.45 am PRELUDE MUSIC – From your Spotify Playlist or Our worship playlist (or LIVE musician)

10.00 am Welcome and Prayer - Pastor

10.05 am Formal eulogy - family or Pastor

10.10 am Anecdotal sharing: family, friends: 3-4 people, ideally 3 mins each (1 page takes 3mins to read)

10.25 am SLIDESHOW – 1-2 songs long. Please provide Google Drive Link (5 days prior)

10.35 am Message of Hope – Pastor

10.50 am Benediction (closing prayer) – Pastor

10.55am **POSTLUDE MUSIC** – From your Spotify Playlist or Our worship playlist (or LIVE musician)

PLEASE SEND:

5 days prior, via email – ceremony@marinerschurch.org

- **Google Drive LINK** to a single 'Name Slide' (with picture, name, etc to be displayed before & after)
 - **Google Drive LINK** to Slideshow (with songs embedded or Create Spotify playlist) Upload all files to your google drive account, then click 'share' and add our email as an 'Editor' (not viewer) ceremony@marinerschurch.org
 - **Link to up to 3 Spotify Playlists** (1 x prelude/postlude music, 1 x slideshow music, 1 x songs during service) copy URL to actual playlist & email to ceremony@marinerschurch.org
 - Typed up list of your **Order of Service:**
 - List each SONG name in the correct order & if played on Spotify or LIVE.
- List each PERSON speaking and if speaking LIVE or via video link (provided on Google Drive). · **FLORIST** name & contact number (if this is not provided, we can't follow-up floral deliveries that haven't arrived)
- **Musician/s or Non-Mariners Pastor** – name & contact number, instrument type

On the day, to allow time to set up items for welcome table, please plan to arrive up to 1 hr early.

A/V TECH The Production Department will provide:

- A/V tech for the duration of the memorial
- Wireless microphone for the pastor and at the podium
- Wireless handheld microphone if there will be a time of open sharing
- Lyrics on screen for congregational songs (available on certain songs)
- Choice of Mariners' Spotify playlists – Worship with Lyrics & Instrumental Worship.

Guidelines for Music: ● For live music, please provide contact information for the musicians, and instrument type, so we may understand their needs. ● For pre-recorded music, please create a Spotify playlist (or if not on Spotify, save to google drive and bring USB backup on the day) ● For music before the service, please provide a separate Spotify Playlist or file noted on your USB drive. We also have our own instrumental worship Spotify playlist, if that would be preferred.

Guidelines for Slideshow/Video: ● Provide Google Drive link for all videos and slides **4 days prior** to the memorial and bring backup USB on the day ● For slideshows and videos, we require one of the formats below.

- **A .mov or .mp4 movie** that can be played on our iMac
 - A finished **PowerPoint slideshow** with songs embedded (if you bought them digitally) or a Spotify playlist.
 - Streaming videos or **audio recordings from YouTube ARE NOT recommended.**
 - The Production Department does not create content (ask your Memorial Director if you need help)
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CONTACTS:

Booking & Planning: Julie Keaveny, 949-769-8236, ceremony@marinerschurch.org

Catering: Manny Ochoa, 714 272 9345, mchoa@marinerschurch.org