CEMETERY CHECKLIST

The graveside Service normally consists of a short religious service and several Fire Department protocols.

Remember, the arrival at the cemetery is a very difficult time for the Family. A long wait before the Service begins can cause a great deal of anxiety. If an extremely long motorcade or delays are anticipated, it may be advisable to arrange for a Family waiting room. It is imperative to have a parking plan at the cemetery. Cemeteries usually have traffic plans and know exactly how many vehicles can be accommodated, check with the superintendent of the cemetery.

Assembly:

☐ Family
☐ Friends
☐ Very Important Person’s (VIP’s)
☐ Affected Unit or Program Personnel
☐ Honor Guard
☐ Other Department Personnel
☐ Other Fire Department Personnel
☐ Other Honor Guards
☐ Pipe Band

Need to consider:

☐ Podium
☐ Public Address (PA) system
☐ Porta-potties
☐ Water
☐ Power
☐ Tents / Shade or Heat
☐ Provide directions and maps to location of reception
☐ Arrange for seating for at least Family and VIP’s
☐ Arrange for Medical / Emergency Medical Services (EMS) Standby
☐ Provide a parking plan
☐ Media placement
☐ Arrival of procession
☐ Identification location of gravesite
☐ Transportation to reception