



Memorial Service Information Sheet
First UU Society Members
Updated: 07/12/2023

As a member of the First UU Society, you can count on us to provide a welcoming space to celebrate the life of your loved one. Members in good standing, their spouse/partner, and their non-adult children are granted the following reduced fees for their memorial service.

Basic Fees:

Minister/Officiant	Included with membership
Sanctuary Rental	Included with membership
Parlors Rental	Included with membership
Ceremony Coordinator	\$250
Caretaker	\$150 per caretaker
Audio Recording of Service	Included with membership
Guest Book	Included with membership

Options:

Memorial Garden Interment	\$400
Coffee/Tea Service	\$100
AV Assistants	\$200 - \$400

Musicians: Our Minister or Director of Music will assist you in finding the appropriate musician(s) for your service. Musicians set their own fees and you are required to pay them separately.

Ceremony Coordinator: The Ceremony Coordinator will meet with you as you plan the memorial service and will be available to answer any questions that arise. They will assist you in planning for the all non-service related details. They will arrive early to set up and accept deliveries, work with your caterer to set up the Parlors for a reception, schedule the Caretaker and AV Assistant, and offer on-site support on the day of the service.

Audio/Visual: Should you wish to include a digital slideshow, film, recorded music or any other A/V component in the service or reception, please advise the Ceremony Coordinator in advance. In most cases you will need to provide your own equipment and personnel. You may connect to the sound system in our Sanctuary.

Receptions: Should you decide to hold a reception following your service, please advise the Ceremony Coordinator in advance. If you are using a caterer, the Ceremony Coordinator will contact them to arrange for any set-up details. If you are not using a caterer but having friends and family bring food, you will need to provide a point person who is in charge of organizing the reception. That person will need to be in contact with the Ceremony Coordinator in advance.

Please note that alcohol may only be served by a licensed caterer or bartender. They will need to provide the Society with a copy of their VT license and liability insurance.

Memorial Garden Interment: All arrangements for interment in the Garden are made through the Director of Operations & Finance. Ashes are interred directly, without a container, into the earth of the Garden, the name, date of birth, and death of the interred are recorded in the Memorial Garden Record Book and a nameplate will be installed on the plaque in the Meeting House Alcove. The suggested fee for interment is \$400, which contributes to perpetual care of the Garden. Interment cannot take place during the months when the ground is frozen, but may be scheduled for another date. The gate to the garden is open on Sunday mornings during good weather. At other times, access to the Garden can be arranged through the Society office.

Payment: The Society will issue an invoice to the responsible party approximately one week following the service. As stated above, Musicians are paid by you, directly to the musician, please plan to pay them on the day of the service.

You may direct any questions to the Events Coordinator, Erin Barbot,
CeremonyCoordinator@uusociety.org.