



**Memorial Service Information Sheet**  
**First UU Society Non-Members**  
**Updated: 08/09/2021**

The First UU Society can provide a welcoming space to celebrate the life of your loved one. If you are interested in holding a Memorial Service at the First UU Society Meeting House, please contact Christina Fulton at (802) 862-5630 ext. 2200 or [xina@uusociety.org](mailto:xina@uusociety.org).

**Basic Fees:**

Sanctuary Rental	\$500
Parlors Rental	\$150
Ceremony Coordinator	\$200
Caretaker	\$100 per caretaker

**Options:**

Memorial Garden Interment	\$300
Coffee/Tea Service	\$100 for every 100 guests
Audio Recording of Service	\$ 50
AV Assistant	\$100
Guest Book	\$ 15

**Officiants:** We are happy to provide you with a list of officiants who can preside over the service. Officiants set their own fees and are paid by you directly on the day of the service unless otherwise agreed upon.

**Musicians:** Our Director of Music will assist you in finding the appropriate musician(s) for your service. Musicians set their own fees and are paid by you directly on the day of the service unless otherwise agreed upon.

**Ceremony Coordinator:** The Ceremony Coordinator will meet with you as you plan the memorial service. They will assist you in planning for the 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 are 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 Vermont license and liability insurance prior to the day of the event.

**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 \$300, which contributes to perpetual care of the Garden. Interment cannot take place during the months when the ground is frozen, but may be scheduled to take place at another time. 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, Officiants and Musicians are paid directly, please plan to pay them on the day of the service.

You may direct any questions to the Director of Operations & Finance, Christina Fulton, at (802) 862-5630 ext. 2200 or [xina@uusociety.org](mailto:xina@uusociety.org).