



11275 SOUTHERN MARYLAND BLVD • DUNKIRK, MD 20754
 301-855-3555 • 410-286-8500 • FAX 410-286-2984
 www.dunkirkbaptistchurch.org

Funeral Request Form

Complete form below. Tell POC we will call back (goal: 24 hours) after checking church calendar/finding volunteers.

*****ALL CONTACT FOR FUNERALS WILL BE WITH THE FUNERAL HOME ONLY*****

Date of Call _____ Point of Contact (POC) _____

Funeral Home _____ Minister _____

Church _____

Deceased's name: _____ Date of death _____

Estimated # @ service _____ @ Meal _____ Cemetery _____ Caravan to? _____

POC's Church _____ POC's Pastor _____

Requested Service Dates: 1st _____ 2nd _____ 3rd _____

Times: Viewing _____ Service _____ Meal _____

Telephone: (Day) _____ (Evening) _____ (Cell) _____

Address _____ City _____ State _____ Zip _____

Email _____

Facilities to be used: (check all that apply)

Sanctuary	Fellowship Hall	Kitchen	Multi-Purpose Building	Athletic Field

Equipment Needs: (check all that apply) (Non-members provide all music—CDs, singers, accompaniment)

Signing Credenza	Platform Chairs- #	CCTV	Piano	Coffee Pot	Water Canister	All Kitchen Equipment	Microphone Number	A/V DVD/CD
X							2	

Food Arrangements: (and paper goods, (5') table coverings, decorations, etc. to be provided by non-members)

Type: Full meal, heavy hors d'oeuvre, light snacks, etc	Disposable or washable plates, cups, napkins, etc.

Parking (provided by family/funeral home for non-members, if possible) and Highway:

Parking lot attendants required:	3 if < 200 guests; 4 if ≥ 200 guests
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Members: Are ushers requested? (Supplied by family/funeral home for non-members) _____

Members Only: In lieu of flowers, donations to: _____



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SPECIFICS:

- Our piano is the only instrument available for your use. All other instruments and amplifiers are privately owned and are not available to be used or moved. Thank you for your understanding.
- You may bring your own instruments, but you cannot plug them into our AV amplification system. However, you may use one of the two mics (vocal mics) already being provided.
- There is no charge for the use of the building, but we will accept love offerings to DBC if you wish to do so. The amount is up to family and friends.

Please provide the church no later than 2 days prior to the funeral:

1. Flash Drive with pictures on PowerPoint
2. Music CDs if wanted
3. Order of service;

IMPORTANT-PLEASE ADHERE TO THESE TIME LIMITS:

- Funeral & Viewing - 2.5 TOTAL HOURS
- Repass: preparation: (.5 hr); meal + cleanup (2.5 hrs) (includes stow tables/chairs, cleanup)