1.1 **MEMORIAL SERVICE**

1.1.1 *The Job*

The Memorial Service Chair is responsible for coordinating the class memorial service. This may include the following:

1. Determine an appropriate type of remembrance.
2. Determine whether the service will memorialize all deceased classmates or just those who died since the previous major reunion.
3. Schedule the service during available times of University sites in conjunction with the Program Chair.
4. Create the program for the service and contact desired participants.
5. Contact families of the classmates to be remembered to inform them of the service. The Class Associates Chair may be able to help.

1.1.2 *Related Information*

**Sites.** While the University Chapel is the traditional site, classes have used the Murray Dodge West Room, Chancellor Green Rotunda, Richardson Auditorium, halls at the Graduate College, as well as outdoor sites, such as the Cedar of Lebanon Garden at Prospect and the September Eleventh Memorial Garden. Small auditorium spaces, such as Taplin Auditorium, may also be appropriate. All sites except for the University Chapel may be reserved through the Office of Alumni Affairs.

**Program ideas.** A traditional service usually includes music, readings and a reading of the names of the deceased class members, prepared and shared by members of the Class. Younger classes may choose to read the PAW memorials for their deceased classmates. Sample programs are available through the Office of Alumni Affairs and the Dean of the Chapel.