

# Celebration of Life Event Planning Template

## Event Details

Name of Honoree

Date

Time

Location

Event Description

## Guest List

Invitees

## Program Outline

Order of Events

## Speakers & Tributes

Speakers/Presenters

## Music & Readings

Songs/Readings

## Decor & Visuals

Decorations/Photos/Videos

## Food & Beverages

Catering/Menu

## Other Notes