

## Birth of a New Baby Checklist

<u>Task</u>	<u>Who will do it</u>	<u>Accomplished/Notes</u>
RS President notifies Compassionate Service Leader of birth of baby		
Compassionate Service Leader calls Visiting Teachers to set up meals		
Call—or let RS President call family to see needs		
*Have blanket ready to give mother and baby		
Follow through with Meal List (Usually passed around during Relief Society)		
*Visit Mother and Baby in Hospital		
RS President visits family at home to see needs/or have visiting teachers report		
Other Tasks		
Send Thank you's		
<u>Three days of Meals</u> (We usually have the visiting teachers do one meal and then two from the ward. Also, this can be done a number of ways. Sometimes we wait until the extended family has gone home before we bring in meals.)	<u>Dinner—Day One:</u> Who: When: What: <u>Dinner—Day Two:</u> Who: When: What: <u>Dinner—Day Three:</u> Who: When: What:	

# Checklist for Funeral

Family's Name

Date of Service

**--Example of a funeral we did for 50 people**

Items Needed	Amount/Have	Need/Cost/Who Buys
Ham	2 Hams	
Cheese	60 slices-2 kinds	
Lettuce	4 heads	
Tomatoes	6-8 price	
Rolls	60 rolls	96--\$16.00 (\$2.04 a dozen)
Bread/Butter Pickles	2 jars	
Potato Salad	1-8 pound container	1-8 pound \$9.95 Home style
Macaroni Salad	1-8 pound container	1-8 pound \$7.95
Fruit Salad	1-8 pound container	1-8 pound \$11.20
Mayonnaise	2 jars	
Mustard	2 containers	
Butter/Margarine	1 pound	
Chips	4-5 bags	
Water/Punch	6-8 pitchers Lunch 30-40 people After burial 130-150 people	
Ice	4 bags	
Cookies	25 dozen (300 cookies) frozen cookie dough in boxes	72-\$14.00 4 boxes of different ones (.19 cents a cookie)
Slicing Knives	2-3	
Butter knives	2	
Serving Spoons/Knives/Tongs	12	
Bowls for chips, salads, relish	2 chips 3 salads 2 mayo 2 mustard 2 pickles	
Platters for meat, cheese, lettuce, tomatoes	1 meat 1 cheese 1 lettuce/tomatoes	<b><u>Borrowed from:</u></b>
Platters for cookies	12 cookies	
Water pitchers	6-8	
Centerpieces	Count tables/they have	
Tablecloths	Count tables/they have	

Paper Goods	They have	
Plates Dinner plates	They have	
Cups	40 lunch 200 for cookies	
Napkins	300 30-50 nicer for lunch	
Silverware Forks Knives Spoons	They have	
Mints for after lunch	60 mints	
Other Tasks		
Flowers	Ordered --Date Where ordered from	Cost: _____ What was ordered: _____ When will it be delivered: _____

\*Take Hams to \_\_\_\_\_ Market and have sliced for funeral—contact name

\*Ordered Salads, Rolls, Cookies from \_\_\_\_\_

\* Funeral and Lunch held at \_\_\_\_\_. Building was under construction.

**11:00 AM Set-up**

**12:00 NOON Lunch**

**2:00 PM Funeral**

**4:00- or so Cookies/Punch**  
**(After the funeral)**