

Memorial Service Venue Arrangement

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Venue Name]

Address: [Insert Venue Address]

Logistics

- Seating Capacity: [Insert Capacity]
- Setup Time: [Insert Setup Time]
- AV Equipment Needed: [Insert Equipment List]
- Catering Arrangements: [Insert Specifics]

Contact Information

Venue Coordinator: [Insert Name]

Phone Number: [Insert Phone Number]

Email: [Insert Email Address]

Notes

[Insert any additional notes or instructions]