

## REAR PAGE SETUP

- (Circle choice) \*Family Photo, \*Prayer Card # - \_\_\_\_\_
- Photo of Deceased, Provided by Family
- \*Acknowledgement or thank you (provided by your family)
- \*Personal Text (typed below)
- \_\_\_\_\_
- \_\_\_\_\_
- \*Prayer or Poem \_\_\_\_\_
- \*Bible Verse # - \_\_\_\_\_
- \*Blank (no text)
- \*Invitation to a family luncheon - \_\_\_\_\_
- \_\_\_\_\_
- \*Address and town of luncheon - \_\_\_\_\_
- \*Phone number - \_\_\_\_\_
- **Required information:**
- **Contact Name:** \_\_\_\_\_
- **Phone Number:** \_\_\_\_\_
- **NUMBER OF BOOKLETS NEEDED: (Minimum of 100)**
- \_\_\_\_\_

- **A MINIMUM of 36 HOURS** is necessary for the completion of booklets. 36 hours begins at delivery of information to the funeral home until 1 hour before funeral service begins.
- **Proofing will be completed by you via our website at: [www.donohuefuneralhome.com](http://www.donohuefuneralhome.com) and needs to be verified, changed or corrected no later than 1:00 Pm the day the proof was made available.**

E-mail – [john@donohuefuneralhome.com](mailto:john@donohuefuneralhome.com)  
Fax - 610-822-0753  
Phone - 610-449-0300

## SERVICE BOOKLET INSTRUCTIONS

- Service or Mass booklets are **customized** to each family's wishes and can be designed or changed in any variation. The following pages of **instructions** and **examples** will assist you in preparation of your booklet. These are a few of the many examples or variations that may be used alone or in combination with each other.
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### FRONT COVER LAYOUT

- **1) Front Cover Design** (circle choice) - \*Photo, \*Artwork supplied by family, \*Prayer Card Example # \_\_\_\_\_, \*Other Graphic Design \_\_\_\_\_  
**\*Shape of Photo or Design** (circle choice) – \*Oval, \*Square  
**\*Edge effects of photo or design** (circle choice) - \*Faded, \*Pinstripe, \*Framed edge or \*No edge (added to Photo or design).  
**Original Photo's** will be necessary for quality purposes.
- **2) Text Font Choices** (circle choice) – \*Times Roman (Regular or *Italic*), \* New York, \* Harrington, \* *French Script*, \* Arial, \* Poor Richard, \*Garamond  
\* *Lucida Calligraphy*, \* *Lucida Handwriting*, \* Georgia,  
\* *Apple Chancery* \* *Nuptial*
- **3) Font Color (circle choice)** - \*Black (standard), \*Red, \*Blue, \*Olive, \*Brown
- **4) Front Page Header optional** (circle choice) – \*In Loving Memory of (name), \*A (Funeral or Memorial) (Service or Mass) in Celebration for the Life of, \*We Remember (name), \*Mass of God's Promise  
\*In Celebration of and Thanksgiving for the Life of (name), \*(Blank no Heading), \*Custom Heading (max of 8 words) \_\_\_\_\_
- **5) Front Page Footer optional** (circle choice) - The following are *footer Choices*  
\*Beloved, Loving, Adored, Devoted, \*(Wife-Husband), \*(Mother-Father), \*(Daughter-Son), \*(Grandmother-Grandfather), \*Friend or \*any combination of the above list,  
\*Whom God Called unto Himself  
\*Personal Text (Max of 8 Words) \_\_\_\_\_
- **6) Name as to be Printed** - \_\_\_\_\_
- **7) Dates of Remembrance** - \_\_\_\_\_  
(Circle choice) \*Death Date only or \*Birth and Death Dates

- **8) Booklet Size** (circle choice)-**4 page booklet** Front cover, inside left, inside right and rear cover, abbreviated edition of titles and names only.  
**8 page booklet** Front cover, rear cover and 6 inside pages, Readings, Responsorial Psalm and other responses are fully typed for congregation to follow along with mass.
- **9) Paper Color** (circle choice) - \*Cream (standard with color photo's), \*Brilliant White, \*Celery Green, \*Rose Granite, \*Gold Parchment, \*Blue Granite.  
**NOTE: Cream will be standard for color printing unless otherwise noted.**

### Inside Page Layout

All Mass or Service information should be reviewed and confirmed with a representative from the Church

- **10) Page Water Mark optional** (Soft printed design behind page text (Circle Choice)  
\*Black cross with green vines and soft red roses, \*Plain black Cross,  
\*Black Celtic cross, \*Gold and black Celtic cross, \*Religious symbol,  
\*Photo of prayer card - # \_\_\_\_\_, \*Other graphic supplied by family,  
\*Graphic chosen from Funeral Home examples - # \_\_\_\_\_, \*None.
- **11) Page Heading** (Circle Choice) – \*Funeral Mass (or Memorial Mass)  
\* In Celebration for the Life of (Name), \*In Loving Memory of (Name),  
\* A Mass of God's Promise
- **12) Personal text** - \_\_\_\_\_
- **13) Church Name and Town** \_\_\_\_\_
- **14) Date and Time of Service** \_\_\_\_\_
- **15) Celebrants Title and Name** \_\_\_\_\_
- **16) Words of Remembrance or Eulogy given by** \_\_\_\_\_  
(The Office for Divine Worship serves as a resource for the celebration of the Sacred Liturgy throughout the Archdiocese of Philadelphia and has asked this title not to be part of the mass order but may be spoken at the celebrant's preference.)
- **17) Cemetery Name and Town:** \_\_\_\_\_

### Service or Mass Information

Please verify all mass and hymn information with your church before returning this booklet to the funeral home.

- Opening Hymn name and (number if available) - \_\_\_\_\_
- Casket Pall Placed by - \_\_\_\_\_
- First Reading - (Old Testament) - \_\_\_\_\_  
◦ Read by - \_\_\_\_\_
- Responsorial Psalm - (Sung by Vocalist) \_\_\_\_\_
- Second Reading – (New Testament) - \_\_\_\_\_  
◦ Read by - \_\_\_\_\_
- Gospel Acclamation - \_\_\_\_\_
- Gospel Reading – (Chosen by priest) - \_\_\_\_\_
- Homily Given by (Priest title and name) - \_\_\_\_\_
- Prayer of the Faithful (petitions)- \_\_\_\_\_
- Offertory Hymn (number if available) - \_\_\_\_\_
- Gift Presenter names - \_\_\_\_\_  
◦ \_\_\_\_\_  
◦ \_\_\_\_\_
- Communion Hymn and (number if available) - \_\_\_\_\_
- Meditation Hymn and (number if available) - \_\_\_\_\_
- Hymn of Farewell (Church to provide name) - \_\_\_\_\_
- Recessional Hymn and (number if available) - \_\_\_\_\_
- Pallbearers names (minimum of six) -  
1) \_\_\_\_\_ 2) \_\_\_\_\_  
3) \_\_\_\_\_ 4) \_\_\_\_\_  
5) \_\_\_\_\_ 6) \_\_\_\_\_  
If needed:  
7) \_\_\_\_\_ 8) \_\_\_\_\_