SWAN SONG
MEMORIALS

A FREE WORKBOOK FROM SWAN SONG MEMORIALS

Funeral Music Planning Checklist

A calm, practical guide to choosing meaningful songs, planning where they will sit in the service and making sure every detail is ready for the day.

For a funeral, memorial service or celebration of life

There is no perfect song - only the one that feels true to them.

swan-song-memorials.co.uk

Begin with the person

Before searching lists of funeral songs, pause and gather the music and memories that already belong to the person. The strongest choices often come from ordinary moments.

1 Gather the musical clues

Artists, bands or composers they loved

Genres, hymns or pieces they returned to

Musical memories: weddings, journeys, concerts

Songs they sang, danced to or always turned up

Any wishes they expressed about their funeral or memorial

2 Create a first shortlist

Song or piece	Artist / version	Why it matters
1		
2		
3		
4		
5		

Build the musical journey

Most services use three or four main pieces, but there is no compulsory number. Give each choice a purpose and check the available time with the celebrant, minister or funeral director.

3 Place each song in the service

ENTRANCE

Sets the tone as the coffin and mourners enter.

Chosen song / artist / version _____ **Running time** _____

Play in full / fade at: _____

REFLECTION OR PHOTO TRIBUTE

Creates space for memories without spoken words.

Chosen song / artist / version _____ **Running time** _____

Play in full / fade at: _____

COMMITTAL - IF INCLUDED

Accompanies the formal moment of farewell.

Chosen song / artist / version _____ **Running time** _____

Play in full / fade at: _____

EXIT

Leaves people with the final feeling of the service.

Chosen song / artist / version _____ **Running time** _____

Play in full / fade at: _____

A useful final test

Play the tracks in service order. Does the sequence feel recognisable, balanced and true to the person? If every piece is very heavy, a warmer exit song can gently release the tension.

Final checks for the day

Venues and services differ, so confirm the practical arrangements early. Tick each item once it has been agreed with the relevant person.

- [ ] **Service structure confirmed**
  The music positions and time available are agreed.
- [ ] **Exact recordings supplied**
  Each title, artist and version has been written down clearly.
- [ ] **Running times checked**
  The venue knows whether to play each piece in full or fade it.
- [ ] **Venue process followed**
  Music has been submitted using the system or format requested.
- [ ] **Deadline confirmed**
  The final choices will reach the venue in time to be found and tested.
- [ ] **Video and live stream checked**
  Any separate permissions or technical limits have been discussed.
- [ ] **Backup recording arranged**
  A recording is ready if live music cannot go ahead.
- [ ] **Written cues shared**
  The officiant and technical team have the same running order.
- [ ] **Sound checked**
  The tracks have been heard on suitable speakers, not only headphones.

4 Important contacts and dates

Funeral director / celebrant / minister

Music submission deadline

When an existing song is not quite enough

Swan Song Memorials creates personalised funeral songs from real stories, memories and details.
Listen to examples or start a tribute at swan-song-memorials.co.uk

Please note: service formats, music systems and venue policies vary. Always confirm locally.