PRELIMINARY SERVICE FORM

To be finalised by the person who completed Crematorium Form 1

Your full name (the applicant)*

Your e-mail address*

Your telephone number*

Full name of the deceased*

*These responses are mandatory. For information about how we use personal data, including email addresses, please see the privacy policy at www.memoria.org.uk or contact us.

MEMORIA CARDIFF AND GLAMORGAN
MEMORIAL PARK & CREMATORIUM

FUNERAL DIRECTOR'S DECLARATION

The signed declaration signifies that the Funeral Director administering the cremation in respect of the body of the person named in Form 1 has complied with the Code of Practice regarding the coffin/casket construction and furnishings. It also signifies that the coffin/casket contains no items which may/will cause a hazard within the cremator or lead to an illegal emission into the air as detailed in the Environmental Protection Act 1990 and relevant guidance notes.
If the coffin or casket is over 30" wide, 18" deep and 70" long, enter dimensions below.
Maximum Permissible size: 41" wide, 28" deep and 90" long. Maximum weight : 298kg

Coffin type (wood, wicker, etc.) _____ **Width** _____ **Depth** _____ **Length** _____

Name of the funeral director making these arrangements

Name _____

Signed _____ **Date** _____

(insert electronic signature or type your name)

Company name and address _____

Signature of applicant _____ ☐ Completed on behalf of the applicant

Print name _____

MEMORIAL INFORMATION

Many families choose a memorial in memory of their loved one. Would you like a telephone call or email to discuss the options available within our grounds? **Telephone** ☐ **Email** ☐

BEST TIME TO CALL **Morning** ☐ **Afternoon** ☐ **Evening** ☐ **Any time** ☐

MEMORIA SERVICE SELECTION

Tick this box if the service time should remain private and not be displayed on our website.	☐
FROM STILLBORN UP TO 18 YEARS: FULL OR COMMITTAL	
For services aged 18 or under, a live webcast, one photo and a slideshow are offered free. Their value may instead be credited towards a premium option. Submit all requests at least 48 hours in advance.	☐
DIRECT CREMATION (NO SERVICE)	
Direct cremation, no attendance, no service, delivery by funeral director	☐
SERVICE TIMES 09:00, 09:30, 10:00, 10:30	
PERSONAL SERVICE: Full or Committal; 30-minute service including 20 minutes in chapel. Coffin on catafalque before the service or brought in a suitable vehicle. Maximum 25 attendees. Projected name image and choice of music.	☐
SERVICE TIMES 09:00-16:00 (PREMIUM TIMES 11:00, 12:00, 13:00, 14:00)	
CELEBRATION OF LIFE: Full or Committal; 40-minute maximum service with 1 projected photo or logo and 5 pieces of music. Other Obitus options are available at additional cost.	☐
Additional time (double slot): extra hour for long or large services, including 1 extra Obitus service. Available from 11:00 until 15:00.	☐
HIRE OF CHAPEL ONLY (NO CREMATION): includes 1 projected photo or logo and 5 pieces of music; other Obitus options available at additional cost. 40-minute maximum service.	☐
SATURDAY SERVICES 09:00, 10:00, 11:00: Celebration of Life includes 1 projected photo or logo and 5 pieces of music; other Obitus options available at additional cost. 40-minute maximum service.	☐
Saturday additional time (double slot): extra hour including 1 extra Obitus service. Available for the 09:00 and 10:00 services.	☐

As part of the process of booking a cremation the company collects and processes personal data relating to the deceased and the applicant. The company needs to process data to take steps to ensure that it is complying with its legal obligations and Government guidelines. Your information will be shared internally for the purpose of dealing with the matters in hand. Your data will not be transferred outside the European Economic Area. The Company takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. Upon the completion of the cremation your data will be stored in a secure location for 15 years as per the Government guidelines. By signing this agreement, you give us permission to process and store your data as required. We would like to contact you using the details you have given us in this form, with information about similar goods and services that we believe will be of interest to you. If you do not want to receive this information, please let us know at any time. For more information about how we deal with your personal data please contact us or you can check our privacy policy on our website www.memoria.org.uk.

MUSIC DETAILS

Service details	**Date**		**Time**	
Religion / denomination				
Name of officiant				
Expected number of mourners				

Please upload your music choices directly to Obitus at www.obitus.com or contact Obitus on 03333 447 440. Memoria are unable to accept tributes provided to us directly without being processed through our media partner - Obitus. Any changes to media content made prior to the commencement of the service taking place can only be made by the Funeral Director via our media partner. We undertake to provide services detailed within this form, however, we do not guarantee the provision of such services since circumstances beyond the control of Memoria may affect our ability to do so.

SPECIAL INSTRUCTIONS

IMAGE OPTIONS

OPTION	DETAILS	TICK
Projected image (Free of Charge)	Email to services@cardiffandglamorganmemorial.co.uk at least 48 hours prior to the service.	☐
Single hold image (Free of Charge)	Funeral Director to upload via the Obitus portal at least 48 hours prior to the service. Later submissions may incur additional fees.	☐

MEDIA OPTIONS

MUSIC CHOICES AND MEDIA OPTIONS SUBMITTED TO OBITUS BY FUNERAL DIRECTOR		☐
OPTION	**YES**	**NO**
Basic slideshow - Up to 25 photos with a simple fade transition (No music)	☐	☐
Music slideshow - Up to 25 photos, played to a piece of music	☐	☐
Themed Tribute - as above but professionally edited	☐	☐
Family produced video/photo tribute	☐	☐
Bespoke Tribute - professionally crafted	☐	☐
Live webcam - with access to the live webcast for up to 28 days after the service	☐	☐
Supply of either a DVD or USB recording of service (To include the professional tribute if applicable)	☐	☐
Download link	☐	☐

LIGHTING & MEMORIA CHAPEL OPTIONS

Lighting options: All below options are FOC and must be presented to the crematorium at least 24 hours in advance. Please note if no colour is selected the default lighting will be set as soft white.

OPTION	TICK	OPTION	TICK	OPTION	TICK
Traditional	☐	Blue	☐	Red	☐
Green	☐	Baby blue	☐	Soft white	☐
Yellow	☐	Pink	☐	Violet	☐
Orange	☐	Baby pink	☐	Rainbow	☐

CHAPEL OPTION	YES	NO
Organ required (crematorium to arrange)?	☐	☐
Organ required (arrange own organist)?	☐	☐
Should religious symbols be removed?	☐	☐
Curtains to be drawn?	☐	☐

After the service

Cremated remains, scattering and memorial choices

Clear choices, explained with care

1 Time to decide

Many families ask us to keep their loved one's cremated remains safely in our care while they consider what feels right. There is no need to decide at the time of arrangement.

2 If you choose to collect

Your loved one's cremated remains are normally ready within 72 hours, or sooner if requested. They will be carefully sealed, identified and accompanied by the cremation certificate

3 When you are ready

When the time feels right, you can choose a memorial and interment in our grounds, an existing family burial plot, or a scattering on our dedicated lawn.

Interment memorials in our grounds

Capacity shown is the total number of interments

Garden Memorial Plaque

Up to 2 interments

Splayed Vase

Up to 2 interments

Rose Tree

Up to 2 interments

Avenue Tree

Up to 2 interments

Lakeside / Meadow Marker

Up to 2 interments

100% Recycled UK Plastic Bench

Up to 2 interments

Private Family Garden

Up to 4 interments

Monolith Headstone

Up to 2 interments

Memorial Bird Bath

Up to 2 interments

Many families choose for their loved one's cremated remains to remain safely in our care while they take time to consider their options. When the time feels right, you can choose from a memorial interment, burial in an existing family plot, or scattering on our lawn. Unattended scattering is provided free of charge, while attended scattering can also be arranged if you wish.

Planning for the future: memorials can accommodate between 1 and 4 interments in total, depending on the option chosen.
Also available: a wide range of memorials to suit every request. Enquire for more information.

Scan the QR code for more information