

**Bernice Pauahi Bishop Memorial Chapel
Kamehameha Schools**

Memorial Printed Program Guidelines

The Chapel staff understands the importance and value of proper planning for a loved one’s Memorial Service. One of the services we offer is the printing of programs. The family has one of two options. First, the Chapel Staff can prepare and print the programs; as long as the family submits the necessary program information before the designated due date, the Chapel Staff can accommodate the family and have the programs ready prior to the Memorial Service. If all pertinent information is not submitted by the due date, the family will be responsible for printing their own programs using the Bishop Memorial Chapel Program Template provided to them by the Chapel Staff. Second, the family may opt to prepare and print the programs themselves. All programs must use the Bishop Memorial Chapel Program Template.

We, the family, would like to **prepare and print** our own service programs and we agree to use the Bishop Memorial Chapel Program Template. Please email that document to:

Name _____ phone: _____

Email: _____

- OR -

We, the family, would like to have the Chapel Staff prepare and print our programs.

- We understand that for the Chapel to prepare and print our programs, all necessary program information must be submitted to the Chapel Office at least one week prior to the Service.
- The **final program** must be agreed upon at least three days prior to the Service to be submitted for printing. If these due dates are not met, the Chapel Office may not be able to print the programs.

Number of programs to print: _____

Service Program Guidelines

- All programs use the Bishop Memorial Chapel Program Template.
- Services should not exceed 60 min. in length.
- All song lyrics are submitted to the Chapel Office for review by the Kahu.
- The use of pictures is encouraged but not mandatory.

Please see 2nd page for template and corresponding fields.

- | | | |
|----------|-----------|-----------|
| 1. _____ | 7. _____ | 11. _____ |
| 2. _____ | 8a. _____ | 12. _____ |
| 3. _____ | 8b. _____ | 13. _____ |
| 4. _____ | 8c. _____ | 14. _____ |
| 5. _____ | 9. _____ | 15. _____ |
| 6. _____ | 10. _____ | |

If you have any questions, feel free to contact us.

Bishop Memorial Chapel Office

Phone: (808) 842-8204

Email: stnelson@ksbe.edu