



Ceremony Worksheet

Use this as a guide for planning your own ceremonies.

Name of ceremony _____

Purpose _____

Theme _____

Date of ceremony _____ Time: From _____ To _____

Place of ceremony _____

Who will attend? _____

How will the ceremony begin? _____

What songs, poems, quotations will be included? _____

What activities will be included in the main part of the ceremony? _____

What badges or other awards will be given? _____

How will the ceremony end? _____

When will a rehearsal be scheduled for the ceremony? _____

Who will do each part? _____

Who will record the ceremony? _____

What decorations or props are needed? _____

Item(s) _____ Who will bring them? _____

What refreshments will be served? _____

Item(s) _____ Who will bring them? _____

What will the ceremony cost? _____

What funds will we use? _____

Who is responsible for sending thank you's? _____