

Memorial Planning Checklist

The Voice They Leave · hello@timelessmessages.org · timelessmessages.org

Use this checklist to gather what you need, decide what to record, and keep the story under ten minutes.

Before you record

- Choose one person to be the storyteller or interviewee.
- Pick a quiet, well-lit location with soft backgrounds and no echoes.
- Use a phone tripod or stable surface so the camera does not shake.
- Test the microphone: record 10 seconds and listen for background noise.
- Charge the device and clear storage so you can record without interruption.
- Gather 5–10 photos you want included in the final video.

What to ask / what to say

- Start with the basics: full name, birth date, hometown, and family members.
- Share one early memory that shows who they were.
- Tell the story of how they met their partner, started a business, or found a passion.
- Describe a challenge they overcame and what it taught them.
- Pass along advice, a value, or a message to future generations.
- End with a closing thought: “I hope you remember me as...”

Keep it under ten minutes

- Aim for 2–3 short answers rather than one long speech.
- Pause between sentences so the editor has clean cut points.
- Avoid reading from a script; notes are fine.
- If you make a mistake, pause and start the sentence again.

After recording

- Upload the footage through the secure link we send you.
- Reply to the intake questionnaire so we know the order of photos and stories.
- Review the first draft within the review window and send feedback in one message.
- Approve the final video and choose where the QR plaque will be placed.
- Download the high-resolution QR file for the monument dealer or engraver.

Need help?

Email us at hello@timelessmessages.org or reply to any message from our team. We are here to make this simple.