

**Holy Sepulchre Cemetery and Ascension Garden**  
**Reminders**

**Cemetery Chapels** – these are for Committal Services only. Calling hours and open caskets are not permitted at our cemeteries.

-**Reason-** We may have multiple services back to back and need to limit the time for other services. Also, these are public buildings, so we need to respect that other individuals may be visiting loved ones.

**Funeral Orders** – should be called in by phone so that we can confirm information. Please have as much pertinent information available at the time you call so the correct location can be confirmed.

-**Reason-** Faxes can be misplaced and emails may go into spam or be missed entirely.

**Funeral Home Orders** – please complete these and bring them with you to the cemetery.

-**Reason-** We use the contact information for Monthly Masses and special event mailings. It also gives us complete information for our records.

**Family Appointments (At-Need)** – please notify us if you are sending a family to us.

-**Reason-** This allows us to be prepared to meet the family's needs.

**Bury Overs & Transfers** – please contact us ASAP when these are requested by a family (At-Need situations).

-**Reason-** Each request needs to be reviewed before being confirmed, and may require additional information. The urn vault size requirements, memorialization & fees need to be discussed PRIOR to final arrangements.

**Courtesy Calls** – Please call the office if you are arriving early or running late. This also applies, if you will be entering through a different gate than originally specified.

-**Reason-** This allows the Gate Attendants and Field Staff to prepare accordingly.

**Military** - Please inform us if they will be present at your services.

-**Reason-** This allows us to be aware of additional vehicles and activity in the designated area.

**Funeral Size** – Please inform us if you will have a large procession.

-**Reason-** This allows us to be aware of the extra size and perhaps route other funerals accordingly.

**Anticipation** – If at all possible, please speak to your families and also inform us if you feel you may have a potentially “louder than normal” procession.

-**Reason-** We cannot control all situations, but pre-knowledge of the procession can enable us to be on alert and prepared. We want ALL of our families and services to have the respect they deserve.