

AI WORLD MEMORIALS

Before You Begin

Please Gather and Organize Everything Before Starting

Why We Ask You to Prepare First

We understand that the days surrounding a funeral can be overwhelming, and there is often very little time to gather photographs, information, service details and family memories.

This guide is designed to save you precious time during a time when there is little time to spare. Gathering and organizing everything first helps you complete the Memorial Intake in one organized session and helps AI World Memorials begin production without unnecessary delays.

Take a little time to gather first. Then complete the intake once and let AI World Memorials handle the production from there.

The Memorial Intake is designed to be completed and submitted in one session. Please do not begin with the intention of returning later to repeatedly add information.

The Mobile Memorial Relieves the Pressure on the Printed Obituary

Families do not have to create a large, multiple-page printed obituary simply to make room for more photographs, written reflections, poems and tributes. The mobile memorial provides additional space for the family's story, allowing the printed obituary to remain concise, elegant and appropriate for the funeral service.

The mobile memorial can include up to 40 selected photographs and 3 memorial videos of up to 10 minutes each. Family reflections, poems and tributes can also be added to the mobile memorial through the Family Manager portal.

Coordinate With Your Family First

Before beginning the Memorial Intake, contact family members and everyone who will be contributing photographs, videos, information or memories. Tell everyone what is needed and when you need to receive it. The Family Manager should gather the materials, make the final selections and organize everything before starting the intake.

1. Prepare the Obituary

Have the complete and final obituary text ready. Review:

- Full name and correct spelling
- Birth and passing dates
- Family names
- Life history

- Education, career and accomplishments
- Church, organizations or community involvement
- Special acknowledgments
- Any other information you want included

Need help preparing the obituary? The [AI World Memorials Obituary Writer](#) can help you create and organize the obituary before you begin the Memorial Intake.

Prepare the obituary in a document first so it can be reviewed by the family and then copied and pasted into the Memorial Intake.

2. Gather the Service Information

Have the funeral or memorial service information available:

- Date and time
- Location
- Church, chapel or funeral home name and address
- Burial or cemetery information, if applicable
- Repast or gathering information, if applicable

3. Select Your Photographs - Maximum 40

Each mobile memorial can include up to 40 photographs. Ask contributors to provide their photos to the Family Manager, then make the final selection. Place the original, highest-quality selected files in the family's designated Google Drive folder. Avoid text messaging or social media when the original files are available.

4. Select Your Memorial Videos - Maximum 3

The mobile memorial can include up to 3 videos, with a maximum length of 10 minutes per video. Select the final videos before beginning the intake and place the original files in the designated Google Drive folder. AI World Memorials will prepare approved videos for online viewing, including compression.

Optional Video Subtitles: Subtitles can be added for \$35 per video, up to 10 minutes each. For all 3 allowed 10-minute memorial videos, the total subtitle service is \$105.

5. Prepare Names and Captions

Check important names and prepare any titles or captions needed for photographs, videos or memorial sections.

6. Choose Your Printed Obituary Style

If your package includes a professionally designed printed obituary, select your preferred design: Legacy - Heritage - Garden. The mobile memorial relieves the need to make the printed obituary oversized or add multiple pages simply to accommodate additional photographs and written family tributes.

Family Reflections, Poems and Tributes

These do not have to be completed before the initial Memorial Intake. Family reflections, poems and tributes can be added to the mobile memorial later through the Family Manager portal.

Before You Continue

- Contacted family members and everyone contributing to the memorial
- Told contributors what items are needed and the deadline
- Completed and family-reviewed the obituary
- Gathered the service and burial information
- Selected no more than 40 final photographs
- Selected no more than 3 final videos, each 10 minutes or less
- Decided whether subtitles are needed for any memorial videos
- Checked important names and spellings
- Prepared any needed titles or captions
- Placed selected photos and videos in the designated family Google Drive folder
- Selected the obituary design, if applicable
- Confirmed the family is ready for the Memorial Intake to be submitted
- Set aside enough time to complete the Memorial Intake in one session

Important: Gather and organize everything first. When you are ready, complete the Memorial Intake carefully and submit it once. Reflections, poems and tributes may still be added later through the Family Manager portal.

READY?

BEGIN MEMORIAL INTAKE

aiworldmemorials.com/memorial-intake/