

# FUNERAL PLANNING CHECKLIST

*A list of all of the factors to consider when planning a funeral.*

Planning a funeral is a complicated process, which is made even more difficult by the emotional stress that accompanies the death of a loved one. Fortunately, many of the arrangements can be made ahead of time, which will decrease the burden on those left behind. Use the checklist below when discussing funeral plans with your loved one, to make sure that his or her final wishes are carried out.

## Pre-Planning

*All of these items can be arranged in advance of a person's death.*

- Determine if your loved one has a "Funeral Trust" set up to cover costs. If so, learn what you need to do to access those funds. Also, check to see if your loved one has any prepaid funeral arrangements, who those arrangements are with and what they will need from you. The facilities you work with have counselors available to guide you through some of those responsibilities.

## General Preparations

- Assemble personal information for obituary
- Choose a charity to direct donations to
- Decide if jewelry is to remain or be returned
- Choose a funeral home

## Funeral Home Services

- Choose between burial or cremation
- Select a casket or cremation container
- Select a burial vault or cremation urn
- Choose the location/type of service
- Choose family viewing or visitation
- Choose floral arrangements
- Select a photograph to be displayed
- Decide which religious or fraternal items are to be displayed
- Decide what the deceased will wear
- Select music, hymns, and solos
- Select scripture or literature to be read
- Select a memorial register
- Select memorial folders and acknowledgement cards

## Funeral Home Services: Transportation

- Funeral coach
- Clergy car
- Family limousine
- Pallbearer limousine
- Flower car

## Participants

- Choose clergy or officiator
- Choose organists or other musical participants

- Select pallbearers
- Select family member or friend to perform the eulogy
- Select family member or friend to read scripture or literature

### **Cemetery Selections**

- Choose a cemetery
- Select a burial or cremation plot
- Decide whether above or below ground

### **Final Arrangements**

*The following items cannot be arranged beforehand.*

- Ambulance transfer from place of death
- Apply for death certificates
- Apply for a burial permit
- Set a time and date for the service
- Request preparation and embalming
- Compose and submit obituary
- Arrange location and food for reception