



Funeral Planning Fact Sheet

Planning a funeral, especially when you find yourself in a difficult time of bereavement, can be a very daunting task. The list that follows contains some decisions that need to be made by every family to make arrangements for a funeral, sometimes in just a matter of hours.

We have seen the best way to plan is to plan ahead and make a difficult time more bearable for your family. Visit with our knowledgeable staff to learn more about prearranging and how easy and affordable preplanning really is.

A Comprehensive List

- Vital Statistics
- Funeral Arrangements
- Other Decisions and Arrangements
- People to Notify
- Cemetery Arrangements
- Collection of Legal Documents
- Future Plans
- Bills to Pay
- Personal Data of Deceased

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Vital Statistics

1. Place of birth
2. Father's birthplace
3. Mother's maiden name
4. Mother's birthplace
5. Full legal name
6. Home address and phone number
7. How long in state
8. Occupation and title
9. Type of business
10. Business address and phone number
11. Social Security number
12. Veterans serial number
13. Date of birth
14. U.S. citizenship
15. Father's name
16. Religious name (if any)
17. Marital Status
18. Spouse name
(maiden if wife)

Funeral Arrangements

19. Decide traditional burial or cremation/choose corresponding casket or urn
20. Preparation of necessary papers
21. Legal certificates and permits
22. Government forms
23. Decide on jewelry and glasses
24. Clothing for the deceased
25. Donations instead of flowers
26. Initial ambulance pickup
27. Embalming and preparation
28. Restorative art
29. Cosmetology
30. Hair dressing
31. Display of flowers
32. Memorial record book
33. Acknowledgment cards
34. Funeral coach
35. Flower car
36. Limousine for family
37. Limousine for pallbearers
38. Use of chapel
39. State showing room
40. Religious and fraternal items
41. Parking facilities
42. Music
43. News notices
44. Arrange obituaries
45. Church services
46. To have open casket
47. Visitation hours
48. Graveside services

“There is so much comfort in knowing this is one expense my family will not have to worry with.”

- Barbara P.



Other Decisions and Arrangements

49. Clergy or celebrant to officiate
50. Provide information for eulogy
51. Answer phone calls, wires and messages
52. Time of services
53. Select pallbearers
54. Clothing for you and children
55. Preparation at home, including food for family and guests
56. Transportation for family and guests (funeral car list)
57. Check and sign necessary papers
58. Greet friends and relatives who call
59. Arrange to meet and lodge out of town relatives
60. Compile thank you card list
61. Look after minor children
62. Notify family and friends
63. Order death certificate
64. Payment for services

People to Notify

65. Clubs, unions
and organizations
66. Clergy and celebrant
67. Doctor or doctors
68. Attorney
69. Employer
70. Funeral director
71. Cemetery director
72. Creditors
73. Employers of relatives
not going to work
74. Banker

Cemetery Arrangements

75. Interment space
76. Vault
77. Opening and
closing of grave
78. Endowment care
79. Memorial marker
and inscription
80. Setting of marker
81. Sales tax

Collection of Legal Documents

82. Birth Certificate
83. Veterans discharge papers
84. Cemetery deed
85. Will
86. Social Security number
87. Marriage license
88. Citizenship papers
89. Bank books
90. Deeds to property
91. Auto ownership
92. Income tax returns
93. Disability claims

Future Plans

94. Emotional adjustment
95. Family adjustment
96. Income
97. Credit
98. Re-budget for
spousal income loss

Bills to Pay

99. Doctors
100. Hospitals
101. Memorial marker
102. Clergy
103. Clothing
104. Transportation
105. Telephone
106. Food
107. Nurses
108. Ambulance
109. Medicine drugs
110. Burial estate
111. Funeral director
112. Police escort
(if required)

Personal Data of Deceased

113. Public, civic,
religious offices
or positions held
114. Hobbies and interests
115. Grade school attended
116. High school attended
117. College attended
118. Degrees
119. Military record
120. Citations
121. Special accomplishments
122. Charitable and
special wishes



“Preplanning gives me the peace of mind in knowing that I am going to make a difficult time more bearable for my family.”

- Jack W.

“Doing this now will take a lot of stress off my family later on...it’s good to know it’s all taken care of.”

- Paul H.



*It would break my heart to think of them
having to do this for us—*

*We know planning ahead helps our family.
We know it will be easier on our kids.*

- Barbara and John W.



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