

Funeral Planning Checklist

DOCUMENTATION

TASK: _____ **DATE/INITIALS:** _____

Notifications:

- Call friends and family _____
 - Make contact list _____
- Send Obituary to paper _____
 - Gather personal info, funeral & burial info _____
 - Organize and write _____
 - Second opinion / edit _____
 - Choose photo _____
- Order death certificate _____
- Obtain burial permit _____

Data Collection:

- Full name: _____
- Hometown: _____
- Birthdate & date of death: _____
- Education background: _____

- Work history: _____

- Names of family members: _____

- Locate preferences/will: _____

Guest Materials:

- Memorial prayer cards _____
 - Select format _____
 - Select photo _____
 - Select saying/prayer _____
 - Order cards _____
- Funeral programs _____
 - Select format _____
 - Select photo _____
 - Choose order of events _____
 - Print/order programs _____
- Select guest book _____

BURIAL DETAILS

TASK: _____ **DATE/INITIALS:** _____

Type:

- Decide on type _____
Type of burial: _____

Vessels:

- Choose/order casket or cremation vessel: _____

Body Preparation:

- Select preparer _____
Name: _____
Address: _____
Contact Info: _____
Preparation date: _____
- Arrange body transport _____
- Choose clothing/accessories _____

Location:

- Confirm site _____
Name: _____
Address: _____
Contact Info: _____
- Set date/time _____
Date/Time: _____
- Arrange family transportation to and from _____

After Funeral/Burial:

- Decide whether to have meal _____
- Confirm meal location: _____
Name: _____
Address: _____
Contact Info: _____
- Choose meal provider _____
Name: _____
Contact Info: _____
- Decide where flower arrangements go _____
Location: _____

Notes: _____

Funeral Details Checklist

TASK: _____ **DATE/INITIALS:** _____

Viewing/Wake:

- Decide to have or not _____
- Confirm location _____
 Location Name: _____
 Address: _____
 Contact Info: _____
- Confirm time frames _____
 Date: _____
 Time: _____
- Choose body presentation _____
- Gather photos _____
 - Create display _____
- Choose music _____

Funeral Location:

- Decide to have or not _____
- Confirm location _____
 Location Name: _____
 Address: _____
 Contact Info: _____
- Confirm time frames _____
 Date/Time: _____
- Choose body presentation _____
- Create photo display _____
- Notify friends and family _____
 - Include in obituary _____

TASK: _____ **DATE/INITIALS:** _____

Program Participants:

- Choose funeral officiator _____
 Presider Name: _____
 Contact Info: _____
- Select readings _____
- Ask people to read _____
 Prayer reader: _____
 Eulogy reader: _____
 Other readers: _____

- Select/notify pallbearers _____

Flowers and Music:

- Order floral arrangements _____
- Choose music: _____

Notes: _____

