

# FUNERAL PLANNING CHECKLIST

by USURNSONLINE.COM

## PLAN THE SERVICE TYPE(S)

- Will there be a **funeral service** (with the body present)?
  - Where? \_\_\_\_\_
  - When? \_\_\_\_\_
  - Create a list of invitees
  - Make and send invitations
- Will there be a **graveside service**?
  - Where? \_\_\_\_\_
  - When? \_\_\_\_\_
  - Create a list of invitees
  - Make and send invitations
- Will there be a **memorial service** (usually at a later date)?
  - Where? \_\_\_\_\_
  - When? \_\_\_\_\_
  - Create a list of invitees
  - Make and send invitations

# CHOOSE A FUNERAL HOME

## COMPARE OPTIONS

### Option 1

\_\_\_\_\_

Friendliness of staff	_____
Location and convenience	_____
Grounds and facility	_____
Positive reviews	_____
Price and options	_____
Other	_____

### Option 2

\_\_\_\_\_

Friendliness of staff	_____
Location and convenience	_____
Grounds and facility	_____
Positive reviews	_____
Price and options	_____
Other	_____

### Option 3

\_\_\_\_\_

Friendliness of staff	_____
Location and convenience	_____
Grounds and facility	_____
Positive reviews	_____
Price and options	_____
Other	_____

### Option 4

\_\_\_\_\_

Friendliness of staff	_____
Location and convenience	_____
Grounds and facility	_____
Positive reviews	_____
Price and options	_____
Other	_____

## PLAN THE FUNERAL EVENTS

### WAKE

- Where? \_\_\_\_\_
- When? \_\_\_\_\_
- Create a list of invitees
- Make and send invitations

### VIEWING

- Where? \_\_\_\_\_
- When? \_\_\_\_\_
- Create a list of invitees
- Make and send invitations

### VISITATION

- Where? \_\_\_\_\_
- When? \_\_\_\_\_
- Create a list of invitees
- Make and send invitations

### FUNERAL DECOR

#### Entry table

- Photograph
- Flowers
- Guest book

#### Inside of venue

- Flowers
- Photograph and other decor for memorial table
- Personalized accents

**SERVICE ELEMENTS**

**Participants:**

- Officiant: \_\_\_\_\_
- Pallbearers: \_\_\_\_\_
- Eulogy: \_\_\_\_\_
- Prayers: \_\_\_\_\_
- Readings: \_\_\_\_\_
- Musicians: \_\_\_\_\_
- Videographer: \_\_\_\_\_
- Sound tech: \_\_\_\_\_
- Greeters: \_\_\_\_\_

**Specific elements:**

- Musical Prelude
- Introduction or Words of Welcome
- Reading of Obituary
- Eulogy or Tribute
- Brief Informal Tributes (Open Mic)
- Musical Selections
- Slideshow or Video Tribute
- Thank you and Acknowledgements
- Viewing of Deceased (open casket)
- Paying Final Respects (closed casket)
- Closing and Invitation to Graveside Service
- Closing and Invitation to Reception

**Religious Elements**

- Prayers
- Scripture Readings
- Hymns
- Sermon
- Benediction

## RECEPTION

Where? \_\_\_\_\_

When? \_\_\_\_\_

### Food

- Catered
- Potluck
- BBQ
- Favorite dishes made by family
- Crudités or hors d'oeuvres
- Dessert only
- Reserve a restaurant or buffet

### Reception decor

- Move items from service to reception
- Flowers
- Flower petals on tables
- Table centerpieces
- Photos (in frames or loose on tables)
- Slideshow or video tribute
- Memorial table
- Personal trinkets and hobby items on display
- Memorial cards for attendees to write down stories and special memories

## FORMAL MOURNING PERIOD

- Discuss / decide who will be included
- Length of time
- Explain your observance to others, since this practice is becoming less common

## PLAN THE FINAL DISPOSITION

### EMBALMING for viewing

### BURIAL

- Prior to a later memorial service
- Immediately after the funeral
- Several days after the funeral at a separate committal service

### CREMATION

- Direct cremation before a service
- Cremation after the service
- Cremation through the funeral home
- Cremation directly through the crematorium

### GREEN BURIAL

- Check for green burial options in your area
- Green cemeteries
- Death doula

### ALTERNATIVE METHODS

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## CHOOSE A FINAL RESTING PLACE

### BURIAL

#### Ground Burial at Cemetery

- Cemetery plot
- Casket
- Casket vault or liner
- Headstone, monument, or marker

#### Mausoleums, Crypts, Tombs

- Mausoleum

- Crypt
- Lawn Crypt
- Tomb
- Other: \_\_\_\_\_

**Natural & Eco-Friendly Burial Options**

- Burial location:
  - Burial on private property
  - Green cemetery
- Buried in:
  - Shroud
  - Blanket
  - Eco-friendly willow or seagrass casket
  - Simple wooden casket

**CREMATION**

**Burial**

- Burial in a cemetery
  - Urn
  - Urn vault (almost always required)
- Burial in private property
  - Urn
  - Urn vault (optional)

**Scattering**

- Ground scattering
- Traditional scattering
- Casting
- Trenching
- Raking
- Water scattering
- Water burial
- River scattering
- Air scattering
- Green burial

**Keep in a Cremation Urn**

- ❑ Where to buy
  - ❑ Use the cardboard or plastic box the remains come in from the crematorium
  - ❑ Purchase an urn from the funeral home
  - ❑ Purchase an urn online
  - ❑ Make your own urn
  - ❑ Commission a local artist to make something unique
- ❑ Types of urn materials
  - ❑ Wood
  - ❑ Glass
  - ❑ Metal
  - ❑ Ceramic
  - ❑ Stone
  - ❑ Plastic
- ❑ **Consider dividing the remains for multiple uses:**
  - ❑ Bury
  - ❑ Scatter
  - ❑ Keep in an urn (large or small “keepsake” urn)
  - ❑ Divide among family members
  - ❑ Place a tiny amount in jewelry
  - ❑ Plant in a memorial tree urn to grow a tree



We hope you found the [Funeral Planning Guide](#) and this checklist to be very helpful!

For further in-depth information on each of these topics and more, browse our articles in the [Funeral Resources](#) and [Planning Ahead](#) categories.

To shop for the best cremation urns and memorials on the market, visit our retail store at [Urns Northwest](#).