



FUNERAL PLANNING CHECKLIST

Who Will Be Involved:

- Funeral Home
 - Business Name: _____
 - Location: _____
 - Contact Name: _____
 - Phone Number: _____
- Cemetery
 - Name: _____
 - Phone Number: _____
- Officiant
 - Name: _____
 - Phone Number: _____
- Venue
 - Name: _____
 - Phone Number: _____
 - Notes: _____
- Support Person/People
 - Name: _____
 - Phone Number: _____
 - Name: _____
 - Phone Number: _____
- Family and Friends to Help with Other Tasks
 - _____
 - _____
 - _____
 - _____
 - _____
 - _____
 - _____
 - _____
 - _____

- Caterer, Restaurant, and/or Reception Venue
 - Name: _____
 - Phone Number: _____
 - Notes: _____
- Florist
 - Name: _____
 - Phone Number: _____
 - Notes: _____
- Musician(s)
 - Name: _____
 - Phone Number: _____
 - Notes: _____
- Honor Guard
 - Notes: _____

What Will Happen to the Body?

- Embalming
- Cremation
- Burial
- Natural Burial
- Body Donation (followed by cremation)

Select Service Type(s):

- Viewing, Visitation, or Wake
- Traditional Funeral
- Personalized "Celebration of Life" Event
- Committal Service (i.e., graveside burial)
- Scattering Ceremony
- Memorial Service
- Home Funeral

What to Consider:

- Will the body be present?
- Open Casket
- Closed Casket
- Service Before Cremation
- Service After Cremation
- Located at Funeral Home
- Located at Church
- Located at (other): _____

- Burial (i.e. committal) service to follow
- Family Only
- Public Event
- Reception to Follow
 - Catered
 - Potluck
 - Location: _____

Personalize The Service:

- Plan the Funeral Events
 - Processional
 - Obituary Reading
 - Eulogy
 - Prayers/Readings
 - Music Selections
 - Slideshow
 - Open Mic/Sharing Time
 - Acknowledgements
 - Recessional
 - Invitation to Committal and/or Reception
- Set a Date
- Flowers
- Invitations
- Funeral Programs
- Welcome Signs
- Funeral Favors/Keepsakes
- Guest Book
- Choose a Cremation Urn or Casket, Vault, and Headstone
- Choose Pallbearers
- Arrange Livestream
- Organize Reception
 - Reception Location
 - Decorations
 - Tables and Chairs
 - Food Service
 - Plates, Utensils, Napkins, etc.
 - Music
 - Slideshow
 - "Write a Memory of" Cards
 - Toasts/Tributes

How Will the Memorial Honor Your Loved One:

Make a DVD/Slideshow Tribute

Eulogy

Music

• Notes: _____

• _____

• _____

Hymns

• Notes: _____

• _____

• _____

Pictures Positioned Around Room

Picture Boards

Candle Lighting

Donations to a Special Cause

Other Tributes: _____

What Will Be the Final Resting Place:

Burial

• Cemetery Burial

• Mausoleum

• Burial at Home

• Green/Natural Burial

Cremation

• Cremation Urn at Home

• Burial at a Cemetery

• Scattering of Ashes

• Inurnment in a Niche

• Keep at Home

• Made into a Diamond or Jewelry

• Other: _____

Body Donation (Cremated remains are returned to you)

How Will You Pay for It:

- Cash
- Credit Card
- Check
- Life Insurance
- Burial Insurance

Other Options to Help Pay:

- Veteran's Affairs
- Donations
- Savings
- Bank Loan
- Indigent Fund

Important Information:

Decedent Information

- Full Legal Name: _____
- Nickname(s): _____
- DOB: _____
- DOD: _____
- Birthplace: _____
- SSN: _____
- Address: _____
- Military Service: _____
- Spouse: _____
- Next of Kin: _____
- Father's Name: _____
- Mother's Maiden: _____
- Education: _____
- Sex: _____
- Race/Ethnicity: _____
- Occupation: _____
- Children: _____
- Other Relatives: _____

Responsible Party

- Name: _____
- Phone: _____
- Email: _____
- Address: _____
- Alternate Contact: _____