

# 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

## DOCUMENTATION

**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 \_\_\_\_\_

## BURIAL DETAILS

**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:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_