



Higgins House of Rest Organizational Checklist

Information to gather	Got it (Put a Check Here)
Personal History and Information(See website for forms to help you)	
Names of surviving relatives (children, siblings, grandchildren, etc. (See our obituary forms to help you)	
Personal items Clothing (long sleeves preferred) Undergarment Shoes and socks or hosiery Glasses (if applicable) Dentures (if applicable) Jewelry(Cosmetic), scarves, accessories Your loved one will be dressed in complete attire	
A recent photograph that shows their hairstyle/cosmetics use	
A photograph to be placed with their online obituary	
Timeline for photos for the memorial video and obituary will depend on your loved one's funeral service. Start gathering 25-75 pictures.	

Paperwork to collect	Got it (Put a Check Here)
(if applicable) Life insurance policies Cemetery paperwork Funeral prearrangement paperwork Military discharge papers (DD 214 form)	

Items to bring later	Got it (Put a Check Here)
Items for the memory table(s) – framed photos, memorabilia, awards, artifacts, crafts, etc.	

- Example of Personal History and Information Includes Social Security number Date of birth Legal address Spouse's full name (including maiden name) and Wedding date (if applicable) Parents' full names and birthplaces (including mother's maiden name) Names of schools and employers Name of their primary care physician

Send information to info@higghinshouseofrest.com or Call us 214-425-8331