



PASSING CONVERSATIONS

Funeral Planning Fact Sheet

Planning a funeral can be an emotionally challenging experience, but it is also an important step in honoring the life of a loved one. This guide aims to help you navigate the various aspects of funeral planning, ensuring that you can create a meaningful tribute while minimizing stress during this difficult time. From selecting the right service to coordinating with family and friends, our comprehensive list covers essential considerations, allowing you to focus on celebrating the memories that matter most. Remember, each detail reflects the unique personality and legacy of the individual being honored, and your choices will create a lasting impact for all who gather to pay their respects.

Vital Statistics

1. Decedent's full name and aliases
2. Decedent's Date of Birth
3. Decedents Place of Birth
4. Decedents Place of Death
5. Decedent's Time of Death
6. Decedent's home address & phone number
7. Decedent's social security number
8. Decedent's highest level of education
9. Decedent's military service
10. Decedent's DD214
11. Decedent's marital status, Divorce decrees, marriage license
12. Decedent's religion
13. Mother's full name (Prior to marriage)
14. Mother's place of birth
15. Mother's date of birth
16. Father's full name
17. Father's place of birth
18. Father date of birth
19. Decedent's children's names, spouses, and place of residence
20. List of siblings, spouses, place of residence
21. List of preceding deaths
22. List of grandchildren and spouses (if adults, otherwise just number)
23. List of other names to be listed in obituary
24. A narrative about decedent's life.



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Funeral Arrangements

- 25. Decide on type of service
- 26. Choose products & services, such as ...
 - A. Clothing for deceased
 - B. Jewelry/Glasses for deceased
 - C. Donations in lieu of flowers
 - D. Embalming & Preparation
 - E. Restorative Art
 - F. Cosmetology
 - G. Hair dressing
 - H. Flowers
 - I. Memorial Registry
 - J. Casket/Urn
 - K. Vault
 - L. Acknowledgement Cards
 - M. Cemetery Property
 - N. Funeral Coach
 - O. Funeral Vehicles
 - P. Use of Chapel
 - Q. State (visitation) rooms
 - R. Religious and Fraternal items
 - S. Parking facilities
 - T. Number of Death Certificates
 - U. Newspaper Notices/Obituaries
 - V. Church Services

- W. Open/Closed Casket
- X. Visitation hours
- Y. Interment services

Other Decisions & Arrangements

- 27. Program Details
 - A. Clergy or celebrant to officiate
 - B. Prayers
 - C. Poems
 - D. Theme
 - E. Resolutions
 - F. Sharing
 - G. Speakers
 - H. Soloists
 - I. Accompanist
 - J. Music
 - K. Pastoral Remarks
 - L. Words of Comfort
 - M. Eulogist
 - N. Pall Bearers
 - O. Flower Bearers
 - P. Acknowledgements
 - Q. Repas
 - R. Time and Facility for services
 - S. Family clothing
 - T. Cleaning and preparing of home
 - U. Food for visitors to your home
 - V. Transportation for family and guests
 - W. Arrange to meet and lodge out of town relatives
 - X. Answer phone calls, wires, & messages
 - Y. Check, proof, & sign necessary papers



- Z. Greet friends and relatives who call
- AA. Compile thank you card list
- BB. Track food and gifts
- CC. Look after minor children
- DD. Notify family and friends
- EE. Secure payment
- FF. Government forms (VA, OPM, etc)

People to Notify

- 28. Clubs, unions, & organizations
- 29. Clergy or celebrant
- 30. Doctor
- 31. Attorney
- 32. Employer
- 33. Funeral Director
- 34. Cemetery Director
- 35. Creditors
- 36. Employers of relatives for work release
- 37. Banker
- 38. Insurance

Cemetery Arrangements

- 39. Interment space
- 40. Vault

- 41. Open/Close of grave
- 42. Endowment Care
- 43. Memorial marker and inscription
- 44. Setting of marker

Legal Documents

- 45. Birth Certificate
- 46. Veterans discharge papers
- 47. Cemetery Deed
- 48. Will
- 49. Social Security Card
- 50. Marriage license
- 51. Citizenship papers
- 52. Bank Books
- 53. Deed to property
- 54. Auto Ownership
- 55. Income Tax Returns
- 56. Disability claims
- 57. Insurance policies

Future Plans

- 58. Emotional adjustments
- 59. Family adjustments
- 60. Income
- 61. Credit
- 62. Budget for spousal income loss





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Bills to Pay

63. Doctors
64. Hospitals
65. Memorial marker
66. Clergy
67. Clothing
68. Transportation
69. Phone
70. Food
71. Nurses
72. Ambulance
73. Medicine and drugs
74. Burial estate

75. Funeral Director
76. Police escort

Personal Data of Deceased

77. Public, civic, religious offices or positions held
78. Hobbies & interests
79. Grade School attended
80. High school attended
81. College Attended
82. Degrees
83. Military record
84. Citations
85. Special accomplishments
86. Charitable and special wishes


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