

# FUNERAL PLANNING

## Checklist



### FIRST TASKS

- ☐ Locate Any Prearrangements
- ☐ Choose A Funeral Home
- ☐ Contact Deceased's Legal Representative (If Any)
- ☐ Notify Friends & Family
- ☐ Notify Professionals
- ☐
- ☐
- ☐

### SELECT CEMETERY

- ☐ Choose Cemetery
- ☐ Meet with Cemetery Personnel
- ☐ Select Gravesite or Urn Niche
- ☐ Determine Burial Vault Needs
- ☐ Select Area for Spreading Ashes
- ☐
- ☐
- ☐

### DETERMINE SERVICE TYPE

- ☐ Hold Family Meeting
- ☐ Determine Budget
- ☐ Funeral Service
- ☐ Memorial Service
- ☐ Open Casket
- ☐ Closed Casket
- ☐ Venue (Service & Reception)
- ☐ Choose Date & Time
- ☐

### SERVICE DETAILS

- ☐ Choose Officiant
- ☐ Select Readings, Poems, or Scriptures
- ☐ Select Hymns, Songs, & Music
- ☐
- ☐
- ☐
- ☐



FLIP



## ASSIGN RESPONSIBILITY

- ☐ Music: \_\_\_\_\_
- ☐ Readings: \_\_\_\_\_
- ☐ Memory Board: \_\_\_\_\_
- ☐ Display Table: \_\_\_\_\_
- ☐ Video Slideshow: \_\_\_\_\_
- ☐ Song Playlist: \_\_\_\_\_
- ☐ Photo Albums: \_\_\_\_\_
- ☐ Mail Invitations: \_\_\_\_\_
- ☐ Social Media Announcements: \_\_\_\_\_
- ☐ Programs: \_\_\_\_\_
- ☐ Special Handouts: \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## SONG CHOICES

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## READINGS:

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## OTHER ITEMS

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

Notes:

*funeral plan*

Officiant Contact Info:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Funeral Home Contact Info:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Other Contact Info:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Other Contact Info:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_