

Funeral Planning Checklist

When you lose a loved one, there are many decisions that must be made and a lot of information to gather. We hope this list will simplify this process for your family. Please complete this list as much as possible, prior to the arrangement conference.

Information for the Death Certificate

- Full name
- Current address at time of death
- Social security number
- Birth date
- Place of birth (city/state/country)
- Marital status
- Military veteran status
- Highest level of education
- Occupation
- Place of business
- Father's full name
- Mother's full name (including maiden name)
- Informant full name (legal next of kin providing information)
- Informant's relationship to the deceased
- Informant's address and phone number
- Place and date of funeral service (if known)

Arrangement Conference Checklist

- Clothing, including undergarments.
- Jewelry and/or eyeglasses (items can be returned prior to disposition if requested)
- Items you may want to display at the service i.e. collectables, framed photos...
- Recent photograph (for cosmetic and hairstyle purposes)
- Up to 100 photos if choosing to have a memorial video tribute (can also be emailed)
- Life insurance policies if you plan to use for payment of funeral bill