Funeral Planning Checklist

The following list is designed to assist in funeral planning, whether you are preplanning or planning at the time of death.

Documents and items to locate
___ Deed to cemetery plot
___ Insurance papers
___ Birth certificate
___ Marriage certificate
___ All deeds and titles
___ Mortgages and notes
___ Automobile records, titles and registrations
___ Tax records
___ Bank account information
___ Credit card information
___ Safe deposit box location and key
___ Social Security benefits information
___ Benefits from any fraternal, veteran or union organizations
___ Veteran discharge papers
___ Citizenship papers

Personal information to prepare for family
___ Information regarding the will (attorney, executor)
___ Name of medical power of attorney, if one exists
___ Names of accountant, stockbroker or banker
___ Information about any real estate, stocks or bonds
___ Plans for any pets

Funeral service preparations
___ Select funeral home
___ Select casket or urn
___ Prepare death certificate
___ Select pallbearers
___ Choose a family viewing or a visitation
___ Select flowers
___ Select music
___ Select where to send memorial contributions
___ Arrange transportation
___ Select clothing/jewelry
___ Select which newspapers to notify
___ Prepare information for obituary (family history, education, professional history, activities, etc.)
___ Arrange reception (location and food)
___ List family and friends to notify

Church or Memorial Service Plans
___ Location of a church or memorial service
___ Select clergy
___ Name any family or friends that should deliver eulogy or participate in service
___ Select scripture or literature to read
___ Select photographs to display
___ Burial Preparations
___ Select cemetery plot
___ Select grave marker and inscription