

# 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