



Bridging Grief & Hope

Funeral Planning Checklist

There are a lot of details to consider when planning your loved one's funeral. Below is a checklist of things to consider and help guide you, with space to make notes. This is a very difficult time and it is important that you drink plenty of water, eat small bites and breathe deeply as you work through the following outline:

- Call family members, neighbors and friends and notify them.

- Contact your employer and the deceased person's employer, if applicable.
- Contact funeral home and make an appointment to plan service/visitation. Items you will be asked about include:

- Burial or cremation? Does the deceased own a burial plot? If not, you will need to contact the cemetery or crematorium you wish to work with and make an appointment to view/purchase a gravesite.
- Date and time of service and visitation. This may need to be coordinated with a church or synagogue. And any persons officiating the service.
- Casket - if this has not been pre-selected, you will need to determine what style and budget best suits the deceased.
- Clothing for the deceased.
- Bring a recent photo as the funeral home will create a program for the service.

- Contact the church or synagogue where you wish to have the service and coordinate with timing of visitation at funeral home, if applicable.

- Determine who will speak at the funeral (clergy, friends, family) and what they will read or say. It is best to have the words printed out on paper in large type and placed on podium on day of service.

- Determine who will be the pallbearers.

- Determine who will sing at the funeral and what songs.

- Ask a friend or family member to bring some food for the family to graze on at the funeral home.

- Print out the Obituary Outline Worksheet (located under Resources) and start gathering information to write the Obituary. Determine which newspaper(s) you would like to use. legacy.com is an online resource for placing the announcement and linking it to your social media accounts.
- If you have suggested donations to your loved one's favorite charity in lieu of flowers, notify the organization so they can keep track of people who donated and send you a list.
- If you want to donate any flowers following the funeral, contact The Flower Buds: (502) 644-5883

- Decide what to wear to the funeral and keep it simple. Women should wear conservative colors (doesn't have to be all black), low or flat heels and very little jewelry (nothing noisy). Men should wear a conservative suit and tie. Leave the perfume or cologne for another day.

- Ask a friend to house sit on the day of the service. Unfortunately, thieves take advantage of you not being home during this difficult time.

- Contact the bank and notify them of your loved one's passing. If you are a spouse or designated executor of the person's estate, locate the Last Will and Testament. It may be kept inside the deceased person's safety deposit box located at the bank.

- Prepare payment envelopes with cash for clergy and musicians. Get cash from bank.
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- Ask a friend or family member to check your calendar and cancel appointments for the next few weeks. You may need to provide log-in information if it is maintained online.
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- Ask a friend or family member to retrieve your mail and review any incoming bills and make payments as needed.
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- Ask a friend or family member to help manage a “food train” for the next few days. Friends will want to help out during this difficult time and this is a way for them to provide support.
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- Locate the deceased person’s life insurance policy, if applicable. Note: It may be located inside the safety deposit box along with the Last Will and Testament. Notify the insurance company of your loved one’s passing.
 - Start a list of people to thank after a few weeks—when you feel up to it. The funeral home will keep a list of who sent flowers. If you asked for donations to a charity, they will also keep a list of people who sent in contributions and forward it to you at a later time.
 - The death certificate will be available a few days following the funeral. You can order additional copies via the funeral home or online at: Vitalchek.com You will need several copies for the following list of establishments:
 - Stock certificates, bonds, treasury bills, certificates of deposit and money market accounts
 - 401ks, retirement plans, IRAs and pensions
 - Military Benefits
 - Out of state bank accounts
 - Rental Storage
 - Federal and state income tax returns
 - Transfer of human remains (or scattering of ashes)
 - Title Transfer of real estate and all motor vehicles
 - Burial and funeral insurance
 - Life insurance
 - The monument or headstone can be chosen at a later date. The cemetery will place a marker on the gravesite and you can schedule an appointment a few weeks after the funeral to discuss how you would like to honor your loved one.
 - Personal Belongings - It is best to wait for a period of time before you determine what to do with your loved one’s personal belongings. See the section on our website for more advice on this topic.
 - Grief support will be necessary for the days, weeks and months that follow. We offer grief recovery groups and also provide a list of other programs and grief counselors on our website.