

FUNERAL PLANNING CHECKLIST



Your Funeral Planning Checklist

We understand that planning a funeral can be an emotional and challenging experience. To assist you in navigating this important process, we've created a comprehensive funeral planning checklist.

This guide is designed to help families and carers manage the practical aspects of end-of-life planning, ensuring that every detail is handled with care, respect, and personalisation.

Whether you are planning ahead or organising a service for a loved one, our checklist will walk you through the key steps involved, helping you honour their life or your own in a way that reflects your values and traditions.



1. Organising Essential Information

Before making funeral arrangements, it's helpful to gather essential information and documents about you or your loved one. This will make the process smoother for both the family and the funeral director.

- **Personal Details:** Gather full name, address, date of birth, place of birth, and marital status.
- **Important Contacts:** Identify the next of kin, executor, and legal representatives who will handle funeral and estate matters.
- **Document Identification:** Collect important documents such as birth certificates, marriage certificates (if applicable), wills, and insurance policies.
- **Funeral Preferences:** Consider your or your loved one's wishes regarding burial or cremation, religious or cultural traditions, and the location of the service.



2. Financial Arrangements


Funerals can come with various costs, and preparing financially will help reduce stress. Knowing your available funds and potential expenses is a critical step in the planning process.

- **Funeral Insurance Policy:** Check if the your loved one had a prepaid funeral plan or funeral insurance in place.
- **Funeral Budget:** Set a budget that covers funeral service costs, including transportation, flowers, venue hire, and the reception.
- **Payment Methods:** Identify how the funeral will be paid for, whether from personal funds, life insurance, or other financial resources.



3. Funeral Arrangements

This step involves coordinating the logistics of the service. From selecting the venue to arranging transport, these details ensure the service reflects you or your loved one's life and values.

- **Funeral Director:** Select and appoint a funeral director to guide you through the arrangements.
 - **Transport:** Plan for transportation of the deceased and family members to the service and burial or cremation site.
 - **Service Location:** Decide on the venue for the service, whether at a chapel, cemetery, or another location meaningful to you or your family.
 - **Viewing:** Determine whether there will be a viewing or wake, and where and when it will take place.
 - **Music and Readings:** Choose meaningful music, hymns, or songs for the service, as well as speakers for readings, eulogies, or poems.
 - **Order of Service:** Prepare the service structure, including a welcome, tributes, and farewells.
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4. Personal Touches

Adding personal elements to the funeral service helps celebrate the unique life of you or your loved one. Consider incorporating memories and tributes to make the service more meaningful.

- **Tributes & Mementos:** Plan for tributes, such as a photo slideshow, video, or memory table featuring personal items.
- **Floral Arrangements:** Choose floral arrangements or consider donations to a charity in lieu of flowers, based on you or your loved one's wishes.
- **Memorial Donations:** Set up a charitable donation fund in honour of you or your loved one, allowing guests to contribute to a meaningful cause.



5. After the Service

After the funeral, you may want to organise a reception or wake to gather with family and friends. It's also important to acknowledge those who supported you and your loved one during this time.

- **Reception/Wake:** Arrange a venue and catering for the reception following the service.
- **Thank You Notes:** Prepare and send thank you notes to those who attended the service or offered support.
- **Ongoing Support:** Consider grief counseling or support groups for family members who may need assistance coping with the loss.



6. Legal & Practical Considerations

Handling the legal aspects of a passing is essential to avoid complications. It's important to notify relevant authorities and organisations about the death and begin estate matters.

- **Obituary Notice:** Write and publish an obituary notice, including funeral details for family and friends.
- **Death Certificate:** Obtain an official death certificate through your funeral director to handle legal and financial matters.
- **Estate Matters:** Notify key organisations (such as banks and government agencies) and begin settling the estate.



Honouring with Peace of Mind: Final Thoughts on Planning

We hope this checklist has provided clear and practical guidance for organising a meaningful funeral. By following these steps, you can ensure that each important detail is addressed, helping to create a service that truly reflects the life and wishes of you or your loved one.

While the process can feel overwhelming, having a plan in place can bring a sense of order and peace of mind during a challenging time. This checklist is meant to be a helpful resource as you move through each stage of planning with confidence and care.

