

Funeral Planning Checklist

A death has occurred... now what?

First steps:

- Call a person in authority - doctor, ambulance, police etc
- Call funeral home - **Burnett Regional Funeral Services**
During office hours: (07) 4161 1452
Out of hours: 0428 611 452
Available 24 hours a day, 7 days a week
- Inform other family members

Initial considerations

Helpful hint: if the death is expected, you can pre-plan this information

- Burial** **Cremation**

Have you reserved a burial plot?

If yes: Cemetery name and address: _____

Plot, lot or crypt number: _____

If no: Preferred place for burial: _____

Religion of service (if any): _____

- Location of service:**
- Place of worship: _____
 - Cemetary or crematorium chapel
 - Private property: _____
 - Public space (park, beach etc): _____
 - Graveside

If cremation, what will be done with the ashes?

- Scattered (specify where):
- Kept in family home
- Cemetery lawn or rose garden
- Wall niche

Service planning

Would you like a viewing of the body?

Yes No

What type of funeral service would you like?

- Single (at one location - eg church)
- Dual - starts at one location, eg church, and proceeds to graveside or crematorium for the final committal service.
- Graveside service
- Direct committal or cremation - no attendance, no service
- Memorial service - takes place after the body has been cremated/buried

Would you like a wake, celebration of life or gathering after the service?

- Yes - where: _____
- No

Who will officiate the service?

- Celebrant
- Priest, Minister or other clergy

Who would you like to be pallbearers? (list 6 if possible)

Who will deliver the Eulogy?: _____

Who would you like to deliver readings?

What prayers, poems and other readings would you like?

What songs and/or hymns would you like to be played or sung?

Would you prefer condolence flowers or a donation in lieu of flowers?

- Flowers _____
- Charitable donation (name charities) _____

How many attendees are you expecting? _____

Are there any groups, clubs or organisations you would like to be notified and invited to the funeral?

Other Tasks

- Choose photographs for the order of service and/or the PowerPoint presentation
- Choose flowers - Your Funeral Director will be able to recommend florists
- Meet with Funeral Director
- If having a wake/celebration of life/gathering, organise catering
- Agree order of service with Funeral Director and officiant
- Decide if you would like newspaper and/or social media announcements - your Funeral Director can assist you with this
- Choose clothing, jewelry and other items you would like your loved one to be buried with

What to expect at your first meeting with us

During our first meeting with you, we will help you to fill in a range of necessary paperwork and to make decisions about how you would like your loved one to be honoured. Many of the questions we will ask are outlined in this document. We will help you to choose a coffin and answer any questions you might have. On the day of your loved one's burial or cremation, we will register his/her death on your behalf and you will receive the Certificate of Death in the following weeks. We are here to walk alongside you during this difficult time, so please don't hesitate to get in touch with us.