

Funeral Planning Checklist

www.B L U E S K Y P A P E R S . c o m

For the Service :

- ☐ Tour funeral homes
- ☐ Read funeral home reviews
- ☐ Choose location for funeral
- ☐ Choose burial or cremation
- ☐ Pick casket, container, or mausoleum
- ☐ Decide what the deceased will wear
- ☐ Decide on what type of service: private-family only, outdoor vs. indoor, visitation or not, open casket or closed, etc.
- ☐ Choose who will officiate the service
- ☐ Choose pallbearers (usually 6)
- ☐ Write or hire someone to write an obituary
- ☐ Set up memorial/burial fund (for deceased's family) if needed
- ☐ Order floral arrangements for service
- ☐ Order Custom Guestbook from Blue Sky Papers
- ☐ Order/make any signage for service
- ☐ Order/make programs for service
- ☐ Plan Transportation
 - o For deceased
 - o For deceased's family
 - o Pallbearers
 - o Police escorts
- ☐ Plan post funeral reception
 - o Location
 - o Food + drinks
 - o Tableware + silverware
 - o Tables + chairs
 - o Décor

People to Contact/Notify :

- ☐ Family + friends
- ☐ Place of employment
- ☐ Social security office (if received)
- ☐ Deceased's attorney
- ☐ Deceased's accountant and/or executor of estate
- ☐ Deceased's Life insurance Company + file a claim
- ☐ Deceased's credit card companies + pay off remaining balances
- ☐ Discontinue all of the deceased's utilities
- ☐ Stop all subscriptions of the deceased's. (Magazine's, newspapers, Netflix, etc.)
- ☐ Contact post office and forward all remaining mail

Collect Personal Info. :

- ☐ Info to get death certificate
 - o Deceased employment info.
 - o Social security number
 - o Parents full name
 - o D.O.B.
- ☐ Financial Documents:
 - o (Money) Stock Certificates
 - o Bonds + CDS
 - o Title Documents
 - o Bearer Bonds
 - o Bank Statements
 - o Brokerage Statements
 - o Deeds
 - o Prenuptial Agreement

Notes :