

# The Importance of Planning Funeral and Cemetery Arrangements



When there is a death, the family almost always experiences shock, grief and a sudden change in their lives. The staggering number of complicated arrangements for a funeral and burial makes it more difficult. And, very few people are aware of the high cost and complexity of last-minute arrangements.

Here is a list of 67 things the survivors must face when there is a death in the family. With the help of this kit and our guidance, many of these last-minute needs can be arranged in advance. You can then be assured that your family will be spared much of this burden and expense.

## Notify Immediately:

- 1. The doctor or doctors
- 2. The Funeral Director
- 3. The cemetery
- 4. All relatives
- 5. All friends
- 6. Employer of deceased
- 7. Employers of relatives missing work
- 8. Insurance Agents (life, health, etc.)
- 9. Organizations (religious, civic, etc.)
- 10. Newspapers for the obituary

## Decide and Arrange Immediately:

- 11. Select Funeral Director
- 12. Meet with Funeral Director
- 13. Select cemetery
- 14. Purchase burial property
- 15. Select casket
- 16. Select vault
- 17. Arrange type of service (military, etc.)
- 18. Decide on location of service
- 19. Select clergy to officiate
- 20. Provide information for eulogy
- 21. Select flowers
- 22. Arrange for music and visitation
- 23. Select memorial
- 24. Write and provide obituary to newspaper
- 25. Answer calls, messages and letters
- 26. Obtain addresses for thank you cards
- 27. Arrange for special memorial services
- 28. Check the Will for special wishes
- 29. Check and sign Burial Permit
- 30. Order Death Certificate
- 31. Look after house and children

## Secure Vital Statistics:

*All of this information is required for the Death Certificate issued by the Board of Health.*

- 32. Name, home address, telephone
- 33. How long in state

- 34. Name of business, address, telephone
- 35. Occupation and title
- 36. Social Security Number
- 37. Veterans Serial Number
- 38. Date of birth
- 39. Place of birth
- 40. U.S. Citizenship
- 41. Father's name
- 42. Father's birthplace
- 43. Mother's maiden name
- 44. Mother's birthplace
- 45. Religious name (if any)

## Collect Documents:

*All of this information is required to establish rights for insurance, pension, Social Security, etc.*

- 46. Funeral Certificate
- 47. Deed to burial property
- 48. Will
- 49. Legal proof of age or Birth Certificate
- 50. Social Security Card or Number
- 51. Marriage License
- 52. Citizenship papers
- 53. Insurance policies (life, health, etc.)
- 54. Bank books
- 55. Deeds to property
- 56. Bill of sale of car
- 57. Income tax returns, receipts, checks
- 58. Veterans Discharge Certificate
- 59. Disability and pension claims

## Pay for the Following:

- 60. Funeral services
- 61. Memorials
- 62. Casket, vault, perpetual care
- 63. Burial plot, mausoleum or niche
- 64. Burial plot opening and closing
- 65. Clergy
- 66. Church or temple
- 67. Transportation