

# **FUNERAL CHECKLIST (Generic)**

*Compiled from the internet and provided  
by the Kempton New Church*

## IMMEDIATE CONCERNS

- See if pre-arrangements are on file for the deceased at a funeral home or in the personal effects of the deceased.
- If the deceased was registered for organ/body donation, which is time sensitive, follow whatever procedures have already been outlined for this circumstance by the organization that will be handling the donation.
- Decide on burial, cremation, or home burial.
- People to notify: funeral home or crematorium, clergy, and any relatives or friends that need to know of the death right away
- Death certificate; Give the following information to the funeral home, which will draw up the certificate. If not using a funeral home, the coroner will do it.
  - o Social Security number
  - o Date of birth (may require a birth certificate)
  - o Names of the deceased's parents
- If you wish for a keepsake from the deceased, such as a lock of hair, share this with the funeral director.
- Make sure any jewelry the deceased was wearing is removed and given to the family.

## PREPARING FOR INTERMENT and MEMORIAL SERVICES, and RECEPTION

- Consult with clergy to plan the memorial service.  
Time and place: \_\_\_\_\_
- Also with clergy, make arrangements for graveside/interment service, if desired.
- Choose a place to gather after the service, if desired.
- Select casket or urn.
- Arrange for a cemetery plot.

- Provide cemetery information to funeral home. Grave location # \_\_\_\_\_
- Arrange for payment to the funeral home.
- Obituary: Provide the funeral director with the name of the newspaper in which the obituary should appear. Include out-of-town newspapers, if desired. *(Note: Giving prior thought to an obituary can help when being faced with the actual necessity of writing one.*
- Memorial contributions, if desired: Select an organization and include address.
- Veteran's discharge papers: Locate original (or copy) to qualify for automatic death benefits provided by the federal government for veterans.
- If desired for a veteran, request flag and honor guard at the cemetery.
- Pallbearers: If you wish, ask four to six family members or friends to be pallbearers.
- Order flowers, if desired.
- Make decisions about any food you might want at a reception
- Arrange photographs and/or a slide show for the reception, if desired.
- Eulogies at the reception: If you wish, ask family members/friends to speak.
- Music/musicians: Choose music (recorded, or performed live).
- Arrange for transportation to the cemetery.
- Out of town guests: Arrange accommodations and for people to be picked up at the airport.

#### AFTER THE FUNERAL

- Death certificates: As noted above, if you are using a funeral home, they can provide you with certificates. Ask for a good quantity, perhaps a dozen; it's surprising how many you might need. After 30 days they can be obtained from the Pennsylvania Dept. of Health. Calling 1-877-724-3258 will connect you to its Office of Vital Records.
- Notify: Social Security office (immediately), insurance companies, banks, lawyers, employer, schools, etc.