As you prepare to create a meaningful funeral, we invite you to make use of this decision checklist and planning worksheet to help you summarize your thoughts and decisions about the funeral you are planning. Do not let this outline limit your creativity; it is intended only as a springboard for your own ideas. This is the perfect guide to share with family and friends that will assist your funeral director as you work together to finalize your plans.
Decision Checklist to Ensure You Have a Meaningful Funeral

Whether you choose burial or cremation, below you will find a checklist of the key topics and decisions you should review with your funeral home when planning a meaningful funeral for a loved one.

**Burial Funeral Arrangements**
- ☐ Provide life story information
- ☐ Discuss disposition & personalization plans
- ☐ Review ceremony & tribute options
- Select personalized tribute merchandise
  - ☐ Casket
  - ☐ Vault
  - ☐ Cemetery & monument needs
  - ☐ Keepsakes & remembrance jewelry
- Choose memorialization items
  - ☐ Stationery
  - ☐ Memorial books
  - ☐ Acknowledgement cards
  - ☐ Video tributes
- ☐ Finalize payment plan
- ☐ Review next steps & final arrangements

**Cremation Funeral Arrangements**
- ☐ Provide life story information
- ☐ Discuss disposition & personalization plans
- ☐ Review ceremony & tribute options
- Select personalized tribute merchandise
  - ☐ Casket or Container
  - ☐ Memorial Urn
  - ☐ Urn Vault
  - ☐ Keepsakes & remembrance jewelry
- Choose memorialization items
  - ☐ Stationery
  - ☐ Memorial books
  - ☐ Acknowledgement cards
  - ☐ Video tributes
- ☐ Finalize payment plan
- ☐ Review next steps & final arrangements
Biographical Information of Loved One

Name: ____________________________________________________________

Date of birth: ___________________ Date of death: ___________________

City and State of birth: ____________________________ SS# ____________

Father's Name: ___________ Mother's Name and Maiden Name: ________________

Biographical info: if married include date and place of marriage and spouse’s maiden name:
________________________________________________________________________

________________________________________________________________________

Survivors (list family and friends and other relationships you will want to acknowledge or include during the service):
________________________________________________________________________

________________________________________________________________________

Attributes or passions of the person who died that you want to be sure to honor:
________________________________________________________________________

________________________________________________________________________

Memories to share:
________________________________________________________________________

________________________________________________________________________

Obituary (special thoughts to include):
________________________________________________________________________

________________________________________________________________________
Disposition
What will you do with the body?        Burial ____________ Cremation ________________

If buried, what is the name of the cemetery?
_________________________________________________________________

If cremated, where will the cremated remains be placed?
_________________________________________________________________

Visitation or Memorial Reception Location
Date: ___________________________ Hours: ___________________________
Personal touches to be included:
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Funeral Ceremony
Date: ___________________________ Place: ___________________________ Time: ______________
Type of service:
_________________________________________________________________

Person to lead ceremony:
_________________________________________________________________

Others who might want to speak or share memories:
_________________________________________________________________
_________________________________________________________________

Pallbearers:
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
Eulogy:

Readings:

Music:

Symbols:

Other personal touches to be included:

Committal Service (if burial is chosen)

Cemetery:

Other personal touches to be included:

Gathering after the ceremony

Place:

Other personal touches to be included (such as favorite foods, memorial video, dove or butterfly release, memory board or table):