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# MY FUNERAL

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A Celebration of Life





# FUNERAL ARRANGEMENTS & PERSONAL WISHES

Your Full Name:

There is great value in pre-planning a funeral, derived by those faced with finalizing your funeral arrangements and guided by your suggestions and personal wishes. The prompts below are intended to facilitate this process.

Funeral Pre-Planned: ☐ Yes ☐ No

Name of Preferred Funeral Home:

Address:

Telephone:

Visitation Preferred:

Church Service:

Chapel Service at Funeral Home:

No Service:

Celebration of Life or Memorial Service:

Viewing: ☐ Open Casket ☐ Closed Casket

Flowers of Choice:

Music of Choice:

Life Story DVD:

Graveside Service:

Persons to Deliver my Eulogy (*suggested*):

Pallbearers (*suggested*):

Officiating Clergy or Celebrant (*suggested*):

Special Clothing:

Special Jewellery:

Photos to be Displayed:

Charities of Choice for Memorial Gifts:

Reception/Catering requests:



## CEMETERY ARRANGEMENTS & MEMORIALIZATION

Below are my preferences and/or pre-planned arrangements:

<i>Ground Burial</i>	<i>Cremation Burial</i>
<input type="radio"/> Cemetery Lot	<input type="radio"/> Cremation Lot
<input type="radio"/> Burial Vault	<input type="radio"/> Cremation Urn
<input type="radio"/> Bronze Marker (or equivalent)	<input type="radio"/> Cremation Vault
<input type="radio"/> Upright Monument	
<i>Mausoleum Entombment</i>	<i>Cremation Niches</i>
<input type="radio"/> Mausoleum Crypt	<input type="radio"/> Columbarium Niche
<input type="radio"/> Crypt Name Plate	<input type="radio"/> Niche Urn(s)
<input type="radio"/> Vases	<input type="radio"/> Niche Memorial
<input type="radio"/> Candles	<input type="radio"/> Niche Vase
<input type="radio"/> Pictures	
Cremation Scattering: <input type="radio"/> Yes <input type="radio"/> No	Location:
Memorial Garden: <input type="radio"/> Yes <input type="radio"/> No	Location:
Memorial Plaque: <input type="radio"/> Yes <input type="radio"/> No	
Name & Inscription:	
Carillon Tower (Memorial Music Tower):	
Tower Property:	Address:
Name & Inscription:	
Certificate Number:	



# THINGS TO DO

## WHEN A DEATH OCCURS

*Do you know what to do when a death occurs? Here are some guidelines.*

### I. Compile List of Vital Statistics:

1. Name, Home address and Telephone
2. Years residing at current address
3. Name of Business or Employer's address and telephone number
4. Occupation and Title
5. Social Insurance Number
6. Military Service Serial Number
7. Date of Birth
8. Place of Birth
9. Father's name
10. Father's birthplace
11. Mother's maiden name
12. Mother's birthplace
13. Religious name (if any)

### II: Pay for the following:

14. Cemetery/Mausoleum Property
15. Memorials
16. Funeral Arrangements
17. Interment Service
18. Clergy honorarium
19. Florist
20. Newspaper Announcement & Obituary
21. Pallbearers and Musician's honorariums
22. Coroner's Fee
23. Death registration with City Hall
24. Clothing
25. Transportation
26. Cellular phone and/or land line

27. Food and Accommodation
28. Doctors and Nurses
29. Hospitals and Ambulance Services
30. Medicine and Drugs
31. Other current and urgent bills (mortgage or rent, taxes, installment payments, etc.)

### III. Assemble Documents required:

32. Will
33. Legal Proof of Age or Birth Certificate
34. Marriage License
35. Social Insurance Number and card
36. Citizenship Papers
37. Insurance Policies
38. Bank Statements
39. Deeds to Properties
40. Pension Numbers from other countries
41. Bill of Sale or car and ownership papers
42. Income tax returns, receipts and cancelled cheques
43. Military Discharge Certificate
44. Disability Claims
45. Cemetery Certificate of Ownership

### IV. Decisions to be made within a few hours:

46. Cemetery lot location/which space to open
47. Confirm Presenters of Eulogies at service
48. Sign necessary paperwork to authorize cremation
49. Provide pictures of deceased for the service and video tribute
50. Initiate online broadcast of the service for those unable to attend



## MORE THINGS TO DO

### WHEN A DEATH OCCURS

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| <ul style="list-style-type: none"><li>51. Use and selection of an Urn</li><li>52. Memorial – Type and Inscription</li><li>53. Casket – Type</li><li>54. Selection of Clothing for Deceased</li><li>55. Vault or Crypt – Selection</li><li>56. Type of Service (<i>religious, military, fraternal, a celebration of life, private, etc.</i>)</li><li>57. Location for Service</li><li>58. Date and Time of Funeral Service</li><li>59. Special Scriptures, Poems or Readings – Selection for use in Service</li><li>60. Clergy member(s) to officiate</li><li>61. Funeral Home – Selection</li><li>62. Recipient Charitable Organization(s) for Donations made in memory of deceased</li><li>63. Provide Information for Eulogy</li><li>64. Select pallbearers</li><li>65. Flowers and Music Options</li><li>66. Clothing for You &amp; for Children (if applicable)</li><li>67. Preparations at home including food for family and guests</li><li>68. Extra Chairs</li><li>69. Review of Paperwork for burial permit</li><li>70. Creating Obituary for publication</li><li>71. Providing addresses and telephone numbers for all interested people</li><li>72. Answering sympathetic phone calls, text messages, letters and email</li><li>73. Meet with Funeral Director, cemetery representative, clergy, about related details</li></ul> | <ul style="list-style-type: none"><li>76. Greet friends and relatives who visit</li><li>77. Arrange to meet relatives who arrive from out of town</li><li>78. Provide or arrange for accommodations for out-of-town guests</li><li>79. Compile list of callers and floral tributes for follow-up with cards of thanks</li><li>80. Arrange for any special religious services</li><li>81. Check Latest Will for special wishes requested by the deceased</li><li>82. Order Death Certificate</li><li>83. Arrange for care of minor children</li></ul> <p>V. <i>Notify the following people as soon as possible:</i></p> <ul style="list-style-type: none"><li>84. Family Physician of deceased</li><li>85. Funeral Director</li><li>86. Cemetery Representative</li><li>87. Close Relatives</li><li>88. Close Friends</li><li>89. Employer of deceased</li><li>90. Employers of relatives not going to work</li><li>91. Pallbearers</li><li>92. Insurance Agent(s)</li><li>93. Religious, fraternal, civic, veteran organization representatives</li><li>94. Newspapers where Obituaries are to appear</li><li>95. Lawyer</li><li>96. Accountant of deceased</li><li>97. Estate Trustee named in Will</li><li>98. Other country pension fund representatives (if applicable)</li></ul> |
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**Note:** Many of these arrangement details can be documented, planned and paid for, ahead of time.





## Notes