

Checklist

A basic list of the most common details to consider when death occurs to planning a funeral.

Planning a funeral is a complicated process, which is made even more difficult by the emotional stress that accompanies the death of a loved one. Fortunately, many of the details needed can be discussed with friends and family before visiting the Funeral Directors.

Use the basic checklist below to aid you in the process of arranging a funeral.

What to do at time of need.

- Depending on the cause of death, has it been reported? i.e. Doctor
- Have you been issued the Medical Certificate for cause of Death?
- Book an appointment with the Registrars to obtain Certificates (not including Coroner cases)

The Registrar will need the Deceased's -

- Birth / Marriage Certificate
- Obtained the Certificate for Cremation or Burial and the Entry of Death Certificate from the Registrar

- Medical Certificate for the cause of Death
- NHS Medical Card (if available)

The Registrar will need to know the following -

- Date & place of Birth & Death
- If married, full name, date of birth & occupation of the surviving spouse
- Full name and any previous names used
- Occupation
- Last address
- in receipt of any State Pensions or Benefits

A few basic details the Funeral Director will need –

- Does the deceased have a Pre-Paid Plan?
- Name, Age, Date of Birth & Death, Religion, Home address and Occupation of deceased
- The current location of the deceased
- Any friends & family wish to view in a Chapel of rest – if yes, open, or closed coffin
- If required have you chosen any clothes for the deceased to rest in?
- Music for the service – Entrance and Exit, Reflection or Hymns
- Where would you like the vehicles (Hearse) to start from and would you require any limousines
- Do you require Service sheets or Charitable donations?
- Instructions for Cremated remains
- Do you have the certificates from the Registrar?
- Type of service – Church, Religious, Non-Religious
- Any friends or family wishing to carry the coffin?
- Instructions for Memorial

Additional third-party services -

- Do you need a Florist
- Do you require a venue for a reception?
- Have you contacted the deceased bank?

Notes –