

Funeral Planning Checklist

If your loved one has not made prior arrangements for their passing, then there are many decisions to coordinate when saying goodbye. The following checklist outlines the key steps, with some being optional, to take when planning a funeral:

SELECT TYPE OF DISPOSITION

- Burial
 - Choose burial site (e.g. cemetery plot or vault)
 - Obtain burial permit
 - Choose burial container or casket
 - Decide on type of memorial and inscription (e.g. headstone)
- Cremation
 - Pick an urn or container for ashes
 - Decide what to do with ashes (e.g. scattered or interred)
- Medical donation of body
 - Engage with medical faculty at a hospital or university

CHOOSE THE TYPE/S OF GATHERING AND LOCATION

- Viewing or Wake
- Traditional Funeral Service
 - Body present or not
 - If present, open (may need embalming) or closed casket
- Memorial Service
- Graveside Service
- Interment
- Reception
- No Service (direct committal)

OTHER

- Determine financing options or funding for the funeral and interment

SELECT TIMES AND DATES

Date/s:

Time/s:

INVITES

- Create a list of who to invite
- Specify who to invite to each gathering (e.g. family only for viewings)
- Ensure that venue size for gatherings is suitable
- Notify all attendees of funeral service details
- Draft an obituary if wanted and determine where to publish it

DETAILS OF THE SERVICE

- Organize transportation for the deceased and for family if needed
- If casket is present, organize pallbearers (traditionally six)
- Pick an outfit for the deceased
- Nominate an officiator of the service (e.g. funeral celebrant or clergy)
- Detail the order of readings, eulogies and prayers
- Select loved ones to speak at the service
- Create a video or slideshow of photos to present
- Create and order funeral program booklets
- Organize a guest book for attendees
- Prepare some framed photos or keepsakes of the deceased for display
- Pick music or hymns
- Choose floral arrangements and delivery
- Consider a charity for request of donations (often in lieu of flowers)
- Organize food and drinks for any catered events

