

# Funeral Planning Checklist

## A death has occurred... now what?

### First steps:

- Call a person in authority - doctor, ambulance, police etc
- Call funeral home - **Burnett Regional Funeral Services**  
During office hours: (07) 4161 1452  
Out of hours: 0428 611 452  
Available 24 hours a day, 7 days a week
- Inform other family members

### Initial considerations

Helpful hint: if the death is expected, you can pre-plan this information

- Burial**                       **Cremation**

### Have you reserved a burial plot?

**If yes:** Cemetery name and address: \_\_\_\_\_  
\_\_\_\_\_

Plot, lot or crypt number: \_\_\_\_\_

**If no:** Preferred place for burial: \_\_\_\_\_  
\_\_\_\_\_

**Religion of service (if any):** \_\_\_\_\_

- Location of service:**
- Place of worship: \_\_\_\_\_
  - Cemetary or crematorium chapel
  - Private property: \_\_\_\_\_
  - Public space (park, beach etc): \_\_\_\_\_
  - Graveside

### If cremation, what will be done with the ashes?

- Scattered (specify where):
- Kept in family home
- Cemetery lawn or rose garden
- Wall niche

## **Service planning**

### **Would you like a viewing of the body?**

Yes

No

### **What type of funeral service would you like?**

Single (at one location - eg church)

Dual - starts at one location, eg church, and proceeds to graveside or crematorium for the final committal service.

Graveside service

Direct committal or cremation - no attendance, no service

Memorial service - takes place after the body has been cremated/buried

### **Would you like a wake, celebration of life or gathering after the service?**

Yes - where: \_\_\_\_\_

No

### **Who will officiate the service?**

Celebrant

Priest, Minister or other clergy

### **Who would you like to be pallbearers? (list 6 if possible)**

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**Who will deliver the Eulogy?:** \_\_\_\_\_

### **Who would you like to deliver readings?**

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### **What prayers, poems and other readings would you like?**

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### What songs and/or hymns would you like to be played or sung?

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### Would you prefer condolence flowers or a donation in lieu of flowers?

- Flowers \_\_\_\_\_
- Charitable donation (name charities) \_\_\_\_\_

### How many attendees are you expecting? \_\_\_\_\_

### Are there any groups, clubs or organisations you would like to be notified and invited to the funeral?

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### **Other Tasks**

- Choose photographs for the order of service and/or the PowerPoint presentation
- Choose flowers - Your Funeral Director will be able to recommend florists
- Meet with Funeral Director
- If having a wake/celebration of life/gathering, organise catering
- Agree order of service with Funeral Director and officiant
- Decide if you would like newspaper and/or social media announcements - your Funeral Director can assist you with this
- Choose clothing, jewelry and other items you would like your loved one to be buried with

### **What to expect at your first meeting with us**

During our first meeting with you, we will help you to fill in a range of necessary paperwork and to make decisions about how you would like your loved one to be honoured. Many of the questions we will ask are outlined in this document. We will help you to choose a coffin and answer any questions you might have. On the day of your loved one's burial or cremation, we will register his/her death on your behalf and you will receive the Certificate of Death in the following weeks. We are here to walk alongside you during this difficult time, so please don't hesitate to get in touch with us.