

FUNERAL SERVICE PREPARATION QUESTIONS/CHECKLIST

- Determine who should be involved in the decision process for the funeral and burial plans.
- Select Funeral Home
- Select Burial Plot if not doing a Cremation Service
- A grave marker (can be selected at a later date)
- Determine Type of Service (Memorial, Graveside or both)
- Location for Service (Church, Funeral Home, Graveside)

Note: Be prepared to tell the funeral home if transportation will be provided by them or if everyone will use their own vehicles.

- Decision: Will it be a closed or open casket service?
- Provide clothes, jewelry, makeup and pictures available for hair styling.

- Find memorial Service Officiant
- Select pallbearers if necessary
- Select Musicians and Vocalists or playlist of music

Note: Typically the church or funeral home will arrange for a sound person and provide most sound equipment, so determine what the musicians must bring.

- Communicate: What music does the family want for the service?
- Determine which of the service participants will be paid and how much.
- Coordinate service time with Funeral home and church
- Communicate: Are there favorite bible scriptures or other readings the family wants read at the service?
- Who besides the officiant will be speaking? If someone else is specifically selected, tell them their time allotment.
- Determine: Will there be an open microphone opportunity?



- Is there something the deceased would like the family members to be read or told at the service? Prepare this and store it in a known place or give to the funeral home during preplanning.

- Prepare the obituary for the newspaper and to be read at the service

- Prepare in writing any particular memories or stories the family has they would like to share (give to the officiant).

- Are there special photos to include at the service, to put on a board or make into a video presentation that will play before or during the service?

- Will a meal be provided for the family and out-of-town guests? If so, make necessary arrangements.

