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LIST OF DECISIONS YOU HAVE TO MAKE

Following is a list of decisions you or your loved ones will have to make and steps that will have to be taken in planning your funeral or memorial service. It makes sense to make these decisions in advance.

VITAL INFORMATION

- Full name and complete address
- How long at current/former residence(s)
- Occupation, job title, nature of work, and history
- Location of workplace
- Social security number
- Veteran's serial number
- Date and place of service, date of discharge
- Date of birth
- Place of birth
- Family origin
- Father's name
- Mother's maiden name
- Educational attainment

PAPERWORK AND DOCUMENTS

- Will
- Birth certificate
- Social security card
- Marriage license
- Military discharge
- Insurance policies (life, health, accident, property, auto)
- Bank books
- Stocks and bonds
- Property deed
- Cemetery deed
- Auto titles
- Tax returns, receipts, and cancelled checks

DECISIONS YOU HAVE TO MAKE IN PLANNING YOUR FUNERAL OR MEMORIAL SERVICE

- Exact location of burial/disposition
- Location of service
- Casket
- Outer burial container
- Items for memento display
- Clothing and jewelry for deceased
- Service type (religious, fraternal, military)
- Selection of scripture and readings (poems, etc.)
- Clergy to officiate
- Time for visitation and service
- Register book, memorial/prayer cards
- Casket-bearers
- Floral arrangements

- Music selections
- Transportation for family and guests, including funeral procession lineup
- Reviewing and signing all paperwork
- Answering innumerable phone calls, messages, and letters
- Necessary meetings with funeral director, lawyer, clergy, cemetery, etc.
- Arrange transportation and lodging for out of town guests
- Acknowledging those who help in a special way (contribution of flowers, food, etc.)
- Funeral service details and consideration

PEOPLE TO NOTIFY

- All relatives
- All friends
- Minister and church
- The funeral home
- Cemetery
- Doctor
- Employer of deceased
- Employers of relatives
- Casket-bearers
- Organist, other musicians and vocalists
- Newspapers
- Social Security Administration
- Veterans Administration
- Insurance agents
- Religious, fraternal, and civic organizations and unions
- Attorney, accountant, and executor
- Credit card companies