



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 arrangements can be made ahead of time, which will decrease the burden on those left behind.

Information

Record important personal information for use in planning a funeral, informing friends and relatives, and writing an obituary.

Personal

Full Name: _____

Address: _____

Place of Birth: _____

Date of Birth: _____

Partner's Name: _____

Religious Affiliation: _____

Place of Worship: _____

Education: _____

Employment: _____

Military Information: _____

Involvement in community or national organizations, clubs, affiliations, or volunteer work: _____

Favorite pastimes, hobbies: _____

Funeral Planning Worksheet



PA CareKit

Family

Father's Name: _____

Father's Place of Birth: _____

Father's Birth and Death Date: _____

Mother's Name: _____

Mother's Place of Birth: _____

Mother's Birth and Death Date: _____

Children: _____

Special Instructions for Children: _____

Siblings: _____

Special Instructions for Siblings: _____

People to inform at the time of death

Name	Relationship	Phone Number



Arrangements

As the person you are caring for makes his or her funeral plans, record all his or her wishes for final arrangements.

Arrangements Checklist

- | | |
|--|---|
| <input type="checkbox"/> Assemble personal information for obituary | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Choose organizations to receive any charitable donation | <input type="checkbox"/> Choose clergy or officiator |
| <input type="checkbox"/> Decide if jewelry is to remain or be returned | <input type="checkbox"/> Choose organists or other musical participants |
| <input type="checkbox"/> Choose a funeral home | <input type="checkbox"/> Select pallbearers |
| <input type="checkbox"/> Choose between burial or cremation | <input type="checkbox"/> Select family member or friend to perform the eulogy |
| <input type="checkbox"/> Select a casket or cremation container | <input type="checkbox"/> Select family member or friend to read scripture or literature |
| <input type="checkbox"/> Select a burial vault or cremation urn | <input type="checkbox"/> Choose a cemetery |
| <input type="checkbox"/> Choose the location/type of service | <input type="checkbox"/> Select a burial or cremation plot |
| <input type="checkbox"/> Choose family viewing or visitation | <input type="checkbox"/> Decide whether above or below ground |
| <input type="checkbox"/> Choose floral arrangements | <input type="checkbox"/> Ensure ambulance transfer from place of death |
| <input type="checkbox"/> Select a photograph or video to be displayed | <input type="checkbox"/> Apply for death certificates |
| <input type="checkbox"/> Decide which religious or fraternal items are to be displayed | <input type="checkbox"/> Apply for a burial permit |
| <input type="checkbox"/> Decide what the deceased will wear | <input type="checkbox"/> Set a time and date for the service |
| <input type="checkbox"/> Select music, hymns, and solos | <input type="checkbox"/> Determine preparation and embalming |
| <input type="checkbox"/> Select scripture or literature to be read | <input type="checkbox"/> Compose and submit obituary |
| <input type="checkbox"/> Select a memorial register | <input type="checkbox"/> Arrange location and food for reception |
| <input type="checkbox"/> Select memorial folders and acknowledgment cards | |

Funeral Planning Worksheet



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Memorial Services

Funeral Home: _____

Funeral Director: _____

Location of Service: _____

Officiant: _____

Pallbearers: _____

Music: _____

Reading selections: _____

Burial

Casket opened or closed: _____

Name, address, and phone number of the cemetery: _____

Burial location: _____

Headstone/grave marker inscription: _____

Other information or instructions: _____

Cremation

Name, address, and phone number of the crematorium: _____

Location of remains: _____

Final disposition: _____

Other information or instructions: _____

Obituary Checklist

☐ Personal Information

☐ Family Information

☐ Significant achievements, hobbies, and interests

☐ Date, time, place, and privacy of funeral or memorial service and burial

☐ Address of funeral home

☐ Address of cemetery

☐ Flowers or Memorial Contributions

☐ Preferred Photograph