

PERSONAL FUNERAL PLANNING GUIDE

created by:





how can this guide help?

Planning your funeral is one of the most thoughtful things you can do for your family. Grief is a confusing and difficult time, and planning a funeral in the midst of these emotions can be overwhelming. Your decision to complete this guide lifts some of the burden off of your friends and family. By completing the following pages, you will have a document that clearly expresses your wishes and acts as a guide for your family and funeral director.

We encourage you to share this guide with a family member or trusted friend. Keep it in a safe place and let someone know where it can be located.



a gift to your family

Funerals are an important experience for our loved ones. They act as a place to gather, remember and celebrate a person's life, loves and special moments. You are taking the first step to helping your family confront the decisions and choices they will be presented at the time of your death. Your choices can be as simple or elaborate as you wish – the possibilities are endless. Take a moment to think about how you want to be remembered.

1. THE BASICS

Your funeral director will need some basic information to complete required paperwork.

Name: _____

Date: _____

Date of Birth: _____

Place of Birth: _____

Social Security Number: _____

Occupation: _____

Type of Business/Industry: _____

Military Service: Yes No

Highest Level of Education Completed: _____

Father's Name (first, middle, last): _____

Mother's Name (first, middle, last): _____

Place of Worship: _____

Clergy Name: _____

Clergy Phone Number: _____

Upon my death, I wish to donate my organs as indicated:

- No donation
- Any needed organs or tissue
- Only the organs or tissues listed here

2. NOTIFICATIONS

Please let all of the following people know of my passing:

Phone

Spouse _____

Children _____

Parents _____

Siblings _____

Friends _____

Business Associates _____



Funerals should be meaningful, personal and a good fit for your family. That means budget, too. Your funeral director will fully explain the cost of your selections during the planning process so that you can make informed and responsible decisions. You should be totally satisfied with your arrangement choices. If you have questions about cost, don't hesitate to ask your funeral director.

3. FUNERAL HOME & DISPOSITION

The funeral home that you choose will carry out your wishes and assist your family in the days following your death.

I wish for the following funeral home to handle my arrangements: _____

Funeral Director: _____

Funeral Home: _____

Address: _____

Phone Number: _____

A PEACEFUL, FINAL RESTING PLACE

BURIAL

I wish to be buried in a traditional cemetery plot

I own a burial plot at

cemetery located in _____

I do not own a burial plot

I wish to be placed in a mausoleum in a cemetery

I own a crypt at

cemetery located in _____

I do not own a crypt

did you know?

A mausoleum is an above-ground entombment on cemetery property.



if I choose cremation, can I still have a service?

Yes. Cremation (like burial) is a separate event from the memorial service. Choosing cremation does not diminish the importance of a gathering where your loved ones can say goodbye and receive support from their community of friends and family. A memorial service can be held either before or after the cremation has taken place. You may wish to have a viewing prior to cremation, or be cremated first and hold a service with or without your cremated remains present.

CREMATION

I would like my ashes to be scattered

Scattering location: _____

Special instructions: _____

I would like for my ashes to be buried next to my spouse/family

Location of spouse/family member plot: _____

I would like for my urn to be placed in a niche in a cemetery

I own a niche at _____

cemetery located in _____

4. THE GATHERING

Whether you prefer a traditional funeral ceremony or a simple private time for family to come together, one of the great gifts of the funeral is the comfort and support your loved ones receive from the community of friends and family.

Take a few moments to note some of your personal preferences that will help guide your family toward healing and meaning.

My favorite places to visit

The traditions that are important to me

My favorite songs



why have a funeral service?

A funeral service is an important part of memorialization, and the details of this service may be as simple or as elaborate as you wish. Take a moment to think about how you would like to be remembered. While a service does not have to be religious in nature, it does provide a forum for family members and loved ones to come together and grieve. This gathering plays a vital part in the grief process, which leads to healing.

My favorite quote or passage

Special clothes I would like to be wearing

I would like the following items placed in the casket with me

If I could choose my pallbearers, I would choose

- 1 ● _____
- 2 ● _____
- 3 ● _____
- 4 ● _____
- 5 ● _____
- 6 ● _____



will a viewing be too hard on my family and friends?

Most families are glad that they were able to say their final goodbyes to the person they lost. Viewing a loved one, or viewing a closed casket or urn after cremation, can offer a sense of closure. It's natural to be sad at the time, but a viewing can help family and friends find a sense of peace. You can also choose to have a private viewing for close friends and family only. If you are uncomfortable with a viewing or feel it is not right for your family, you can choose to exclude it.



notes



notes

closing thoughts

Now that you've filled out this planning guide, you can either keep it in a safe place and tell someone of its location, or bring it to your funeral director and make the arrangements official. Your funeral director will be able to answer any questions you may have and advise you on potential costs associated with your choices.

Remember that you can always make changes to your arrangement choices. This workbook is simply a way for you to communicate your preferences to your loved ones and act as a starting point for your funeral director. You may use the following pages for elaboration, special requests or additional personal preferences.