

Use this checklist to keep track of information as you make funeral plans.

PERSONAL INFORMATION - FOR OBITUARY ETC.	
Name (First, Middle, Last)	
Address	
City, state, zip code	
Date of Birth	
Location of birth	
Date of death	
Cause of death	
Location of death	
Social security number	
Education	
Military record	
Work history	
Other Accomplishments	
Mother's name	
Father's name	
Marital status	
Spouse name (First, Middle, Last)	
Child name, child's spouse's name	
Child name, child's spouse's name	
Child name, child's spouse's name	
Child name, child's spouse's name	
Grandchildren	
Brother/sister (name, living or deceased?)	
Brother/sister (name, living or deceased?)	
Brother/sister (name, living or deceased?)	

Brother/sister (name, living or deceased?)	
Great grandchildren	
Other survivor, relationship	
Other survivor, relationship	
Other survivor, relationship	
Memorials to	
NOTIFICATION AND FINANCIAL INFORMATION	
Person authorized to make arrangements	
Authorized person phone number	
Executor of will	
Doctor or hospice nurse	
Coroner	
Coroner phone number	
Funeral home	
Funeral home phone number	
Clergy	
Clergy phone number	
Relatives and friends (names and phone numbers)	
Insurance company	
Insurance phone number	
Policy number	
Bank account number(s)	
Bank phone number	
Credit card account number(s)	
Credit card phone number	

Other financial information	
FUNERAL DECISIONS	
Type of service (traditional liturgy of Christian burial at church, memorial service at church or other venue, or other)	
Cemetery property	
Gravestone inscription	
Clergy	
Songs (list 4)	
Verses (list 3)	
Casket or urn	
Clothing for the deceased	
Disposition of remains	
Visitation details (time, location)	
Graveside service details	
Pallbearers	
Flowers and florist	
Music and musicians	
Readings and readers	
Other details	

