



# How to: Funeral

The benefit of engaging a Funeral Director is that they are there to guide you through the many options and decisions that have to be made. When we meet for the “arrangement” we’ll talk about what you do and don’t want for the service, what tasks will need to be completed and by when. We’ll send a follow-up email with notes taken during the arrangement and deadlines highlighted. This will help to keep us all on track and on the same page.

However, if you’re like us then you like to have a list to help you keep track of what needs to be done – especially at times of stress. On page 2 there’s a checklist of decisions and actions that will need to be taken. Not all of them will apply to every person, and there will of course be other things that aren’t listed here. Use the space on this page to add your own notes, and if you have any questions or need help, please remember: that’s what we’re here for.



## Checklist

- ☐ Choose a location for the service
- ☐ Set a date and time for the funeral, and for any viewings (if wanted)  
*Include this information in your death notices, if everyone is welcome to attend*
- ☐ Confirm burial or cremation booking with funeral director
- ☐ Provide the newspaper notice and confirm the proof (or any changes)
- ☐ Provide clothing for the deceased to be dressed in
- ☐ Choose a celebrant or minister
- ☐ Choose the casket
- ☐ Choose pallbearers
- ☐ Write or assign the obituary and/or tributes, and any readings  
*Friends or family may want to share stories, poems, or literary extracts*
- ☐ Will the funeral include any rituals?  
*Eg candle-lighting or placement of petals or greenery sprigs on the casket lid*
- ☐ Decide on floral arrangements  
*Consider preferred colours or styles, and whether to have a full casket spray or a smaller arrangement*
- ☐ Choose a cover photo and one to four more for the service sheet  
*You may also want a photo displayed on the casket or on a memorial table*
- ☐ Confirm whether to have a memorial book  
*Guests can share a memory or a short message*
- ☐ Confirm whether to have a photo montage  
*You will need to provide photos and a piece of music; or someone in the family may have the skills to provide a video file of the finished montage*
- ☐ Choose music or hymns  
*There may be a piece of music to begin the service, a piece to sing during or for a time of reflection, and a piece to mark the end of the service*
- ☐ Choose whether to have live-streaming
- ☐ Confirm catering requirements (if there are refreshments after the service)  
*Are there any dietary needs?*
- ☐ Arrange family transport  
*Is there anyone with accessibility needs?*