

Burnt Store Presbyterian Church: Service of Witness to the Resurrection... Funeral/Memorial Service Planning Worksheet

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. Use the checklist below when discussing funeral plans with your loved one(s) to make sure that final wishes are carried out.

√	Pre-planning – all of these item can be arranged in advance of a person’s death	
√	<i>General Preparations</i>	<i>Notes</i>
	Assemble personal information for obituary	
	Choose a charity to direct donations to	
	Decide if jewelry is to remain or be returned	
	Choose a funeral home/funeral director	
√	<i>Funeral Home Services/Preparations</i>	<i>Notes</i>
	Choose burial or cremation	
	Select a casket or cremation container If casket: Open or closed If open: before and/or after service	
	Select a burial vault or cremation urn	
	Choose the location/type of service	
	Choose family viewing or visitation	
	Choose a floral arrangement	
	Select photos/video to be displayed	
	Decide which religious or fraternal items to display	
	Decide what the deceased will wear	
	Select music, hymns, solos	
	Select scripture or literature to be read	
	Select a memorial register	
	Select memorial folders and acknowledgement cards	
	Designation of memorial donations. If church, any particular fund; endowment or other special designation.	
√	<i>Funeral Home Services: Transportation</i>	<i>Notes</i>
	Funeral coach	
	Clergy car	
	Family limousine	
	Pallbearer limousine	
	Flower car	
	Select pallbearers	

	<i>Participants in funeral/memorial service</i>	<i>Notes: some of these items can be planned in advance; others not.</i>
	<i>Date/time (check with pastor for availability)</i>	
	Choose clergy or officiator	
	Services at Burnt Store Presbyterian Church are usually at 11:00 a.m. Monday – Thursday (exceptions available)	
	Worship bulletin	
	Choose soloist/other musicians	
	Choose organist accompanist	
	Special sound and lighting requirements	
	Select family member or friend to read scripture or literature	
	Select family member or friend to perform the eulogy / or open invitation to offer memories	
	Social/Fraternal organization involved in service: name of organization	
	Military presence at service and/or gravesite	
	Fees/honoraria: Church/reception hosts Sound/lighting Accompanist Soloist/musicians Pastor	
√	<i>Cemetery Selections</i>	<i>Notes</i>
	Choose a cemetery	
	Select a burial or cremation plot	
	Decide whether above or below ground	
	Select a memorial or grave marker and inscription	
	At Sea	
	Elsewhere	

Final Arrangements – The following items cannot be arranged beforehand		
	Ambulance transfer from place of death	
	Apply for death certificates	
	Apply for burial permit	
	Set a time and date for the service	
	Request preparation and embalming	
	Compose and submit obituary	
	Arrange location and food for the reception	

Provided as a courtesy by Burnt Store Presbyterian Church
11330 Burnt Store Road Punta Gorda, FL 33955-1402
941.639.0001 www.bspconline.org

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