

Recording Personal Information

1. / Full legal name
2. / Residence
3. / Date of birth
4. / Place of birth
5. / Citizenship
6. / Personal Health number
7. / Social Insurance number
8. / Length of time in province
9. / Occupation
10. / Business or industry
11. / Marital status
12. / Spouse's full name
13. / Father's name
14. / Father's birthplace
15. / Mother's maiden name
16. / Mother's birthplace
17. / Next of kin / Executor's full name
18. / Next of kin's address
19. / Next of kin's relationship
20. / Doctor's name & address

Making Service Choices

21. / Choose a funeral home
22. / Set time & date of service
23. / Choose location of service
24. / Apply for burial permit
25. / Apply for death certificates
26. / Choose burial or cremation
27. / Request preparation and embalming
28. / Choose family viewing or visitation
29. / Decide if jewellery is to remain or to be returned
30. / Supply clothing for deceased
31. / Select photographs to be displayed
32. / Select musical selections, hymns & solos
33. / Select scripture or literature to be read
34. / Compose & submit obituary

Making Service Choices con't.

35. / Choose charity to direct donations to
36. / Display religious or fraternal items
37. / Arrange location & food for reception

Making Specific Selections

38. / Select casket or cremation container
39. / Select burial vault or cremation urn
40. / Choose cemetery
41. / Select burial or cremation plot
42. / Decide whether above or below ground
43. / Select memorial grave marker & inscription
44. / Select memorial register
45. / Select memorial folders & acknowledgment cards
46. / Choose floral arrangement

***Your funeral director
will help guide you
through many of
these choices.***

Participants

47. / Clergy or officiant
48. / Organist or other musical participants
49. / Pallbearers
50. / Family or friend to perform eulogy
51. / Family or friend to read scripture or literature

Transportation

52. / Transfer from place of death to funeral home
53. / Funeral coach
54. / Clergy car
55. / Family limousine
56. / Pallbearer limousine
57. / Flower car

Documents to Locate

58. / Will
59. / Deed to cemetery plot
60. / Birth certificate
61. / Marriage certificate
62. / Citizenship papers
63. / Insurance policies
64. / Bank documents
65. / Title to property
66. / Vehicle ownership
67. / Revenue Canada tax returns
68. / Military discharge papers

People to Contact

69. / Extended family & friends
70. / Doctor (G.P. or Specialist)
71. / Accountant
72. / Lawyer
73. / Employer
74. / Insurance agent
75. / Creditors
76. / Clubs, unions & organizations
77. / Financial advisor / banker
78. / Bereavement counselor if needed
79. / Canada Pension Plan / O.A.P.
80. / Dept. of Veterans' Affairs
81. / Canada Post - Change of Address

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Pay for the Following Services

- 82. / Funeral service
- 83. / Cemetery plot, perpetual care & interment fees
- 84. / Grave memorial, inscription & installation
- 85. / Service participants
- 86. / Newspapers
- 87. / Provincial documents
- 88. / Flowers
- 89. / Food / catering for reception
- 90. / Hospitals
- 91. / Ambulance

Personal Data of Deceased

- 92. / Elementary school attended
- 93. / High school attended
- 94. / University attended
- 95. / Military record
- 96. / Family & professional history
- 97. / Offices or positions held
- 98. / Accomplishments: personal & professional
- 99. / Citations
- 100. / Hobbies, activities and interests
- 101. / Charities & other special requests

Please note: the preceding list is only a guideline; actual arrangements will be unique to each individual.

The production of this resource has been made possible by



Robin Heppell is an independent pre-arrangement consultant. He has over 15 years experience in the funeral profession in Victoria and now specializes in the area of advance funeral planning. He is able to help the consumer make pre-arrangements with most funeral homes in Victoria.

Robin's community outreach includes resources like this brochure and providing seminars and presentations for numerous group and associations on various topics revolving around death and funerals.

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THOUGHTS ON FUNERAL PLANNING

The following is a list stating the items, decisions, choices and arrangements that may have to be considered at the time of a death.

A Community Service By

