



## Funeral Arrangement Conference Checklist

The more information you can provide in the funeral arrangement conference, the easier everything will go. While this list is not exhaustive, it is fairly comprehensive and gives you an excellent place to start. Prior to your meeting (if possible), gather as many of these items as you can.

- Your loved one's vital statistics information
  - Full legal name (including suffixes)
  - Social Security number
  - Date and place of birth
  - Date and place of death
  - Spouse's full legal name (if applicable)
  - Mother's full legal name
  - Father's full legal name
  - Home address
  - Highest education level/education history
  - Work/professional history
  - Details about any hobbies, interests, honors, awards, clubs, or organizations
- Military documents to determine veterans' burial benefits (Form DD-214, if applicable)
- Obituary information (or come with an obituary already written)
- Service details/times (as much information as possible)
- List of survivors
- Recent photo for the cosmetologist if embalming is chosen
- Photos for memorial cards, obituary, memorial tribute video, etc.
- Life insurance policies
- Cemetery deeds (if applicable)
- Any written funeral prearrangement plan/wishes
- Employee benefits information (if applicable)
- Clothing for your loved one (if there is to be a viewing, consider including glasses, lipstick, perfume, nail polish, jewelry, etc.)
- List of 6-8 pallbearers (if applicable) – the funeral home can assist with additional pallbearers if needed