



Funeral Planning Checklist

We understand that there is a lot to consider when a loved one passes away. Use this helpful checklist to ensure you do not miss a thing when planning a funeral for your loved one. Remember, this is an emotional and stressful time, so try and find some time and space to look after your own wellbeing and any family and friends who might also need support.

AT TIME OF DEATH

- Call ambulance or family doctor (or locum doctor) when death occurs outside of hospital or hospice
- Receive Death Certificate from doctor. This document is worked through with a Funeral Director however, our personal profile document which you can download contains all the relevant info required for a Death Certificate
- Call a Funeral Director and arrange to have your loved one transferred into care
- See if your loved one left advice of their wishes in regards to burial, cremation and other matters. This may be in a safe place or kept with their will

WHO TO INFORM

- Inform relatives and close friends of the loss
- Inform solicitor, employer and if not already notified, the family doctor
- Contact Funeral Director to begin the funeral arrangements
- Notify people via online (Facebook or Funeral Director's site) or newspapers

FUNERAL SERVICE

- Attend funeral arrangements meeting and discuss options and choices*
- Select a date of the burial or cremation
- Select a casket, coffin or urn*
- Write a potential guest list as this will help when selecting a venue
- Choose the location of service e.g. church, chapel, graveside, crematorium or an alternative location
- Select and meet with Minister or Celebrant*
- Book transport for family (if needed) eg. Limousine, Coach
- Organise if there will be a reception to follow the service

*Our friendly staff at Bethel Funerals can help to arrange

HOW TO HONOUR YOUR LOVED ONE

Select who will write and share the Eulogy

Select the readings, poems, quotes and who will read each one

Prepare a visual tribute, collect photographs, videos, memorabilia and songs to recall the fond memories shared with loved one and compile into video to show during service*

Discuss with family members if they would like to be a Pallbearer for your loved one's casket*

Select an outfit for your loved one to be dressed in

Choose the music and musicians to be played at the opening and close of the service*

Select floral tributes*

Select funeral stationery*

Identify any decorations you wish to bring to celebrate the life of your loved one; this could include photos, sporting memorabilia, flags, or candles

Organise refreshments*

Select a memorial register*

Choose a legacy* – *As Bethel Funerals are not-for-profit you have the opportunity to choose a legacy for your loved one, that lives on and brings hope to those in need. You can select our profits to be donated to one of three areas, mission, community or humanitarian work*

AFTER THE FUNERAL

Send out thank you cards for those who attended*

Inform remaining organisations, service providers and people e.g. superannuation, executor of will, insurance companies, ATO, real estate agent etc of the passing of your loved one to close remaining accounts

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Our website has many more helpful resources.
We invite you to take a look at:

www.bethelfunerals.com.au

