

Funeral Checklist



Bernard Laverty PL

Funeral Directors

4 Glenmore Crescent, Macksville

Phone 6568 1555 Fax 6568 2347

Planning your funeral in advance is easy if you have some guidelines about the items that are most important. Try to discuss your choices with members of your family. Our staff are always available should you require any assistance.

Intentions

The first question is to decide how strictly you want these instructions followed. Are they meant for guidance only or are you determined they be carried out to the letter?

- General guidance only Follow strictly

Remember, your death will be an upsetting time for your family. Your funeral will help those close to you with their grief which may involve complex emotions.

How

The primary decision they will be faced with is to choose between

- Burial OR Cremation

And then the location

Cemetery
.....

For burial

- Is it a reserved position?
 Is it a second interment?
 Is it a new position?

Priest / Minister / Celebrant

Some people know a minister who will conduct the funeral ceremony. Others nominate a religion and leave it to the funeral director to contact someone who is available. Still others opt for a civil celebrant and some prefer no ceremony at all.

- Local Minister / Priest
.....
 Celebrant
 No formal ceremony
 Other
.....

Where

My funeral ceremony is to be conducted in/at

- Church
 Bernard Laverty's Funeral Chapel
 Crematorium Chapel
 Cemetery graveside
 Other, please specify

Death & Funeral Notices

There are several options regarding advertising for funerals, including local, SMH, Daily Telegraph and/or interstate newspapers. Some people prefer no advertising or some like a notice placed after the funeral.

- SMH / Daily Telegraph
 Other

Flowers

Other than flowers on the coffin, you may wish to give some direction about floral tributes.

- Flowers welcome
 Donations in lieu of flowers
.....
 Leave to people's discretion

Viewing

Would you mind if relatives and friends wanted to view your body before the funeral?

- No viewing.
 Viewing for family who wish
 General viewing

Other items

You may also like to make some notes on the back of this form about the following items or other topics that are important to you.

- ✍ Location of your will
✍ Solicitor
✍ Pension Number
✍ Ex service formalities - RSL, Flag, Ode
✍ Placement of ashes
✍ Memorial inscription
✍ Favourite Music, Scripture, Readings etc
✍ Membership of Lodges, Clubs, Societies



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Personal Information Form

Information required in the event of a death

Full Name

Better Known as

Date of Birth Place of Birth

If born overseas, what year did you first arrive in Australia?

Usual Address

Postcode

How long at this address? Formerly of

Retired? Yes / No please circle If Yes, pension type

Occupation (if retired, state former occupation)

Marriage Details

First Marriage	Second Marriage
Age at date of Marriage	Age at date of Marriage
Place of Marriage	Place of Marriage
Spouses given name/s	Spouses given name/s
Spouses surname	Spouses surname

If any subsequent marriages, please indicate here and provide details overleaf

Family Details

Father	Mother
First Name/s	First Name/s
Surname	Surname before marriage

Children's First Names	Age	Date of Birth	M/F
.....
.....
.....
.....
.....
.....
.....
.....

Other family members to be notified

Next of kin name Phone

Next of kin address

Solicitor's name and contact details

Location of my Will