

*Funeral Planning
Checklist*



*Swanborough
funerals*

Funeral Planning Checklist

Planning a funeral can be an overwhelming process, often made difficult because those left behind are grieving, under emotional distress and do not know where to start.

Fortunately, much of the funeral arranging can be planned ahead of time. This funeral planning checklist is simple and easy to use. Fill it out in your own time and let your family know your funeral wishes.

Filling in this document

This document is an interactive PDF. You simply type in the information asked and then save the document before closing. It will update and save all information entered. When working out what type of service you would like please refer to our website for venue options, types of services, floral, coffin/casket choices etc. www.swanboroughfunerals.com.au

PRE-PLAN

Page 3 - Personal Information - *These are the questions our funeral planner will ask your family at the time of arrangement. This information is required by Registry of Births, Deaths & Marriages to organise the registration of death and either the burial or cremation.*

Pages 4- 5 What type of service do you want - *This is where you enter in what type of service you would like and what items you would like as part of your service*

Pages 6- 9 - About Me/My Story - *This is where you can share your journey - Traditionally known as the Eulogy. What would you like to be remembered for? This is the story of your life penned down for future generations and is part of your legacy.*

Pages 10-11 - Notes - *Where you can jot down extra information for your next of kin.*

Pages 12-14 - After the Funeral - Who Needs To Be Notified - *a comprehensive list of people and organisations that will need to be notified when a person passes away*

Page 15 -16 - Family & Friends that need to be notified - *A list of contact details of family and friends that need to be notified of the funeral service details.*

Page 17- Location of important documents

Pages 18-19- Poems & Readings - *place any poems and readings you would like here*

Page - 20 - Music - *place to list the music you would like played at the service*

Page 21- Newspaper and Memorial Page notice - *place to write what you would like in the notice for the paper and/or online memorial page*

Page 22- Tips on Writing a Eulogy

Page 23 - Helpful Tips and Information

Personal Information

First Names

Surname

Male Female

Date of Birth / / Place of Birth

If born overseas year of arrival in Australia

Usual Residence

Contact numbers

Email

Occupation during working life

Retired: Yes No Veteran: Yes No

Aboriginal or Torres Strait Islander: Yes No

Father's full name

Occupation

Mother's name & maiden name

Occupation

Marital status: Never Married Married Divorced Widow/Widower

De Facto Unknown

First Marriage

Town/Country

Age:

To Whom:

Second Marriage

Town/Country

Age:

To Whom

First Names of Children and date of Birth

NAME	DOB	NAME	DOB

Details of Next of Kin or Contact Person in Charge of Funeral Arrangements

Name

Address

Email

Phone

What Type of Service Do you Want?

I wish to be Buried <input type="checkbox"/> Cemetery _____ _____ _____ New Grave <input type="checkbox"/> Re-open Grave <input type="checkbox"/> Grave Details of Re-open _____ _____ Service At _____ _____ _____ _____ _____	Cremated <input type="checkbox"/> Crematorium _____ _____ _____ Service <input type="checkbox"/> Service At _____ _____ No Service <input type="checkbox"/> Memorial Service <input type="checkbox"/> Service At _____ _____	Repatriated <input type="checkbox"/> Country of Repatriation _____ _____ _____ Service At _____ _____ _____ _____ _____
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Celebrant/ Clergy

My Coffin/Casket Choice

Pallbearers to carry coffin/casket Yes No

Names of Pallbearers if required.

- | | | |
|----|----|----|
| 1. | 2. | 3. |
| 3. | 4. | 6. |

My Choice of Flowers

My Choice of Poems/Readings - refer to page 19 & 20

My Choice of Music - refer to page 21

Viewing prior to Service Yes No Open coffin during service Yes No

Dressing Instructions

MY FUNERAL SERVICE PREFERENCES

Memorial Book Yes No Bookmarks Yes No

Order of Service Sheets Yes No Thank you cards Yes No

Dove Release Yes No Balloon Release Yes No

Butterfly Release Yes No Photo On Coffin/Casket Yes No

Tribute DVD Yes No Recording Of Service Yes No

In Lieu of Flowers Donations to

Newspaper Notice Yes No “Refer to Page 22 for notice content”

Name of Paper/s

Memorial Page on our Website Yes No “Refer to Page 22 for notice content”

MY MEMORIAL PREFERENCES

For Burial

I prefer Lawn Monumental Vault Crypt/Mausoleum

Details eg. Pre-paid, re-open, plot number

For Cremation

I prefer (Details)

Ashes scattered

Interred in an Urn

Interred in Memorial Site

Do you want a wake or gathering after the service Yes No

Details of Wake Venue

Other relevant information

About Me - My Story

- Birth details: date and place of birth, parents and siblings.

- Growing up years: schooling, favourite past times as a child, sports played

- Hobbies, favourite pets, memorable childhood moments or stories

- Employment: occupations, accomplishments, awards, values

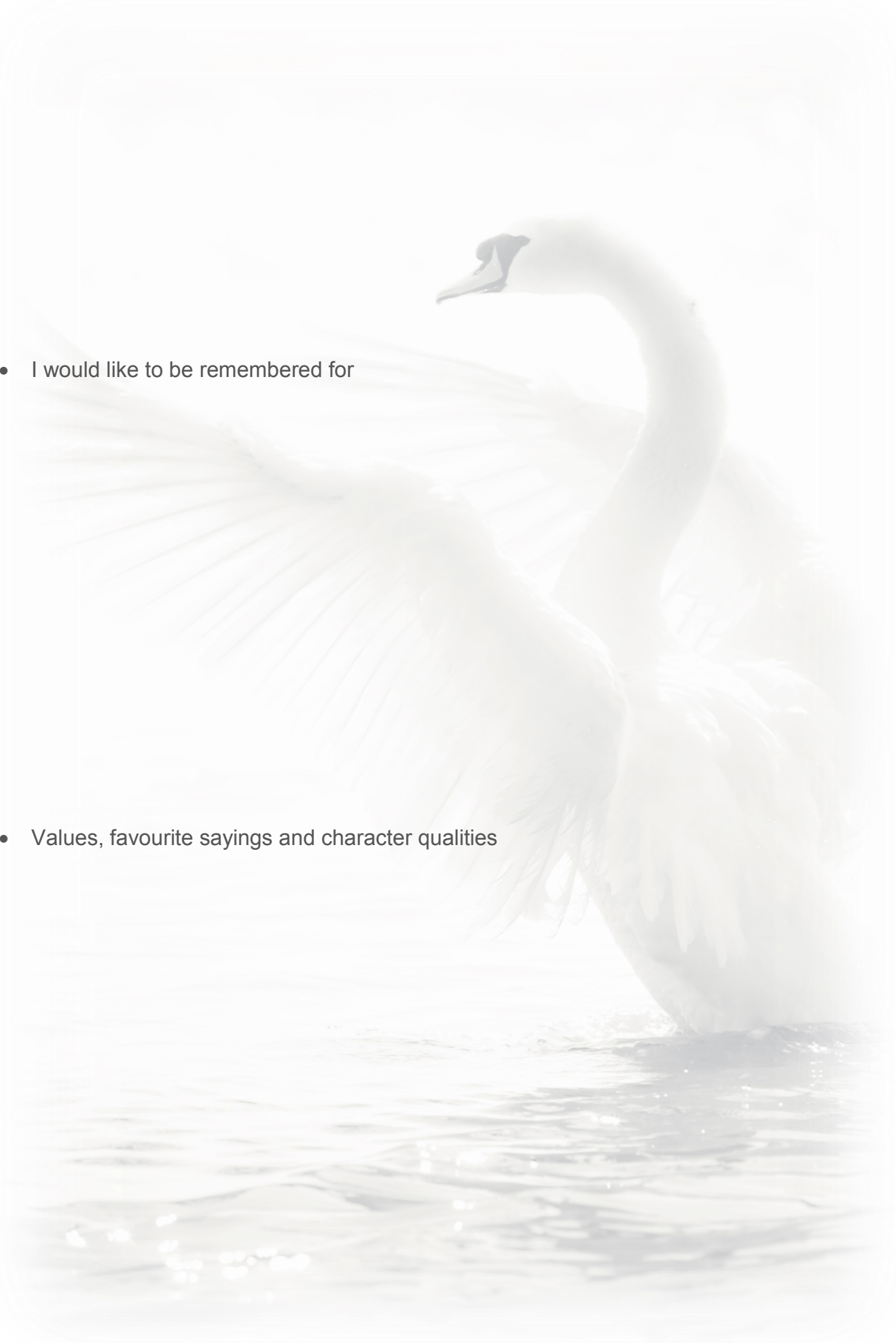
- Marriage years: when and where marriage took place and how we met

- Memorable family moments.

- Details of children, their spouses and grandchildren etc.

- I would like to be remembered for

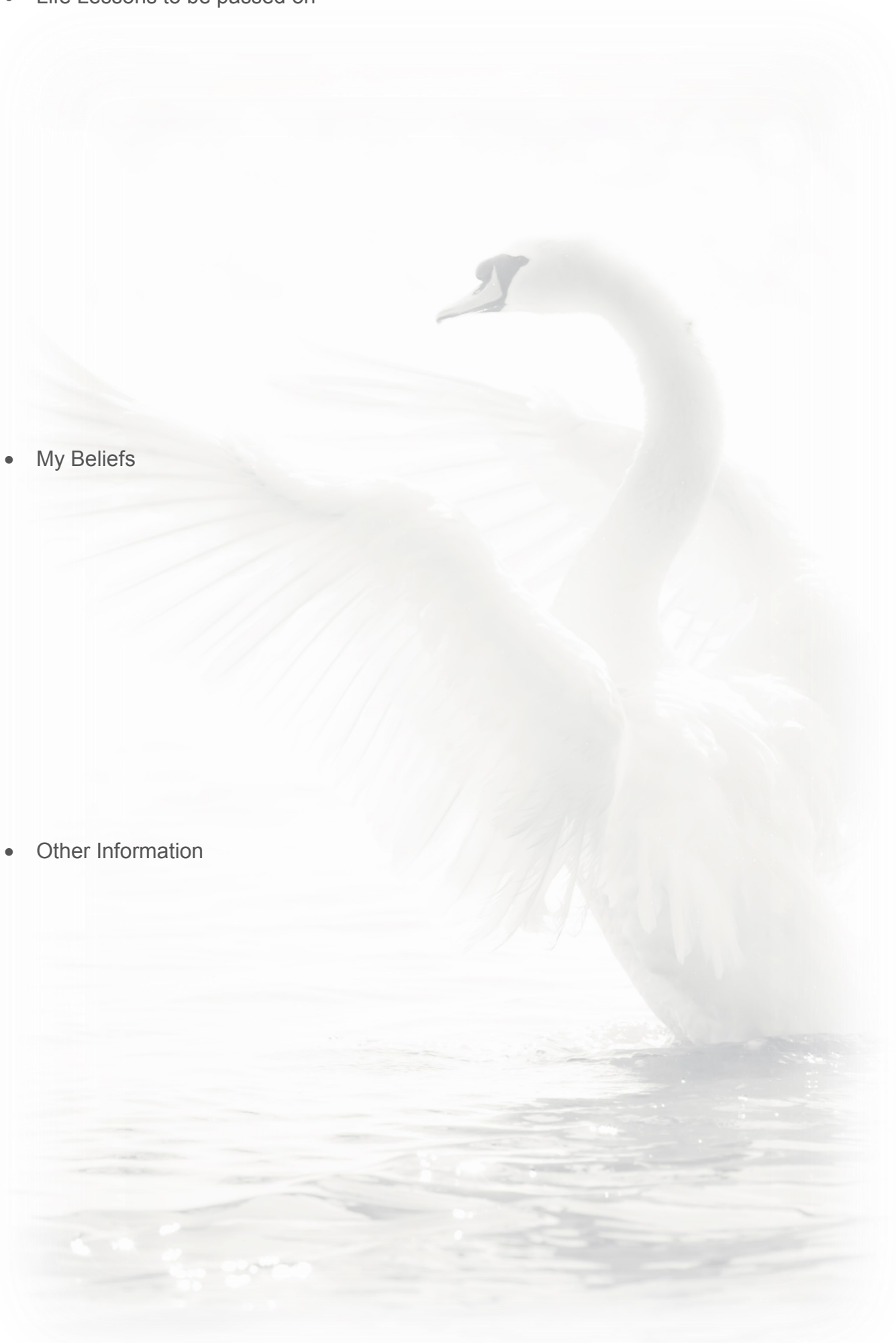
- Values, favourite sayings and character qualities



- Life Lessons to be passed on

- My Beliefs

- Other Information



Notes



Notes



After the Funeral

Who Needs to Be Notified?

Person and/or Organisation	Contact Number	Address	Other Details
Ambulance or Transport Service			
Australian Taxation Office	132 865		
Bank			
Bank			
Centrelink	132 300		
Chemist			
Church or religious organisation			
Clubs and Associations			
Credit Card Provider			
Dept. Veterans Affairs	133 254		
Doctor, Specialist, Hospital			
Doctor, Specialist, Hospital			
Electoral Office	132 326		
Electricity Provider			
Employer			
Executor of Will			
Foreign Pension Provider			
Funeral Bond			
Funeral Insurance			
Gas Provider			

After the Funeral
Who needs to be notified?

Person and/or Organisation	Contact Number	Address	Other Details
Health Fund			
Health Professional			
Health Professional			
Health Professional			
Hearing Centre			
Home appliance rental			
Home delivery service			
Home medical aids rental			
Home nursing service			
Home help			
Hospital			
Insurance			
Insurance			
Insurance			
Landlords, tenants			
Local Council for rates, disability permit, pet			
Meals on Wheels			
Medicare	132 011		
Optometrist			
Post office for mail delivery and post box			

After the Funeral
Who needs to be notified?

Person and/or Organisation	Contact Number	Address	Other Details
Professionals Solicitor			
Professionals Accountant			
Public Services eg. Library			
Schools/TAFE/Uni			
Social Worker			
Superannuation Fund			
Telecommunications Companies			
Union			
Vehicle Registrations and licences			

Location of Important documents & Other Items

We recommend you store this information in a safe place and let your executor or next-of-kin have a copy.

Item or Document	Location Details
Power of Attorney	
Property Deeds	
Birth, Marriage, Death Certificates	
Will	
Passport	
Divorce Documents	
Insurance Policies	

Poems, Verses and Reading

Post your readings below



Poems, Verses and Reading

Post your readings below



Music I would like played at the funeral



Newspaper notice & or Online Memorial Page

Tips on putting together a notice or online memorial page - These are just ideas. You do not need to include all information.

- *Person's Full Name*
- *Date of Passing*
- *Age*
- *Late of (suburb they lived in and if this is applicable) formerly of (area they lived in). Never put a full address in a public notice*
- *Family information examples - wife/husband of...mother/father of... son/daughter of...uncle/aunt of ... grandmother/grandfather (put in the name the grandchildren liked to call them... Sister/brother of... Words you can use in front of the name. example Loving/Cherished/Treasured/Beloved/Adored/Much Loved mother of Jim*
- *Service details example*
 - *All are invited/Relatives and Friends are invited to*
 - *Celebrate the life of/ remember/ the funeral service of/ farewell service/ memorial/*
 - *Person's details (you can use here the name they were most commonly known by to make it more personal)*
 - *to be held at (venue name and address)*
 - *on (day,date and time)*
- *Other options*
 - *In lieu of flowers donations to*
 - *wear something blue*
- *Closing words -eg. "Always in our hearts". "Till we meet again". "Forever Remembered"*

Tips on putting together a eulogy

- Birth details: date and place of birth, parents and siblings.
- Growing up years. Especially their schooling or their favourite past times as a child or maybe sports
- played, hobbies, favourite pets, memorable childhood moments or stories.
- Employment: occupations, accomplishments, awards, values
- Marriage years: when and where marriage took place, remembrances on how the couple met.
- Memorable family moments.
- Details of children, their spouses and grandchildren etc.
- They would like to be remembered for.....
- Values, favourite sayings and character qualities
- Life lessons to be passed on
- Favorite past times and hobbies or other accomplishments

Other Ideas?

- What made this person unique? What were they passionate about?
- Remember to tell a few stories
- What difference did they make to the lives around them?
- If they enjoyed a joke or a laugh remember to add a little humour. Let their life story be a reflection of their character

Don't be too hard on yourself.

- Remember the golden rule of public speaking or writing. Most importantly, keep it simple. Write and speak as you would to a 12 year old child. Do not stress about being grammatically correct. there is no need to worry about your grammar, unless, being grammatically correct was part of the deceased's character. Also, simply use spell check.

Some example's to use in the eulogy template

- I have the honour of conducting Robert's life story – his journey.
- Robert fondly known to you a Rob, Robster, Bobbie was born on 5th May 1922 in the town of Smithtown, the third eldest child of Bert and Hilda Myer.
- Rob's brother remembers as a youngster —
- Rob's first job was——
- Rob met and fell in love with—— the two were married on——
- Rob and Jane were blessed with three adored children ——
- Because family holidays were spent...
- Yet, our Rob loved nothing more than to——
- How would one describe Rob? – determined, resilient, hardworking, stubborn, passionate, loving.
- I remember the time when Rob——
- And so, Rob's wife Jane remembers the time her husband——
- Rob's son Phil remembers his father sitting on the back deck and——
- when the grandchildren came along Rob was——
- Most importantly, Rob will be deeply missed by ——
- He is now reunited with——
- And so, Rob- We love you, we miss you, Rest In Peace.

Helpful Tips and Information

Our Swanborough Funerals website has quite a list of helpful information.

- Service costs - <http://www.swanboroughfunerals.com.au/our-services/>
- Choosing the service venue - <http://www.swanboroughfunerals.com.au/funeral-venues/>
- Coffins & Caskets - <http://www.swanboroughfunerals.com.au/funeral-venues/>
- Funeral poems & Readings - <http://www.swanboroughfunerals.com.au/funeral-poems-and-readings/>
- Funeral music - <http://www.swanboroughfunerals.com.au/funeral-songs/>

Putting together a Memorial DVD - photo presentation

We recommend approximately 40 photos to put together to a piece of music. Swanborough Funerals can put this together for you. Or you may prefer to do this yourself.





Swanborough funerals

Contact our 24 hour care line

1800 100 411

Address: 17C Annie St, Coopers Plains Qld 4108

Address: Unit2/11-13 Grandplaza Drive, Browns Plains Qld 4118

Email: admin@swanboroughfunerals.com.au

Phone: 07 3277 3457

Fax: 07 3277 3489

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abn: 89 497 118 210

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