

**If There Had Been A Death In Your Family Yesterday...What Would You Be  
Doing Today?**

**DECISIONS THAT MUST BE MADE**

**Vital Statistics**

1. Full legal name
2. Home address & phone number
3. How long in state
4. Occupation & title
5. Type of business
6. Business address & phone
7. Social Security number
8. Veterans serial number
9. Date of birth
10. Place of birth
11. Proof of U.S. citizenship
12. Father's name
13. Father's birthplace
14. Mother's maiden name
15. Mother's birthplace
16. Religious name (if any)
17. Marital status
18. Spouse name (maiden if wife)

**Cemetery Arrangements**

19. Internment space (plot #)
20. Endowment care
21. Vault
22. Opening & closing of grave
23. Memorial marker & inscription
24. Setting of marker
25. Sales tax

**Funeral Arrangements**

26. Casket
27. Initial Ambulance pickup
28. Embalming & preparation
29. Restorative art

30. Cosmetology
31. Hair dressing
32. Display of flowers
33. Preparation of necessary papers
34. Legal certificates & permits
35. Memorial record book
36. Acknowledgment cards
37. Insurance & government forms
38. Funeral coach
39. Flower car
40. Limousine for the family
41. Limousine for pallbearers
42. Use of chapel
43. State showing room
44. Religious & fraternal items
45. Parking facilities
46. Music
47. News notices
48. Arrange obituaries
49. Church services
50. To have open casket?
51. Visitation hours
52. Decide on jewelry & glasses
53. Clothing for the deceased
54. Graveside services
55. Donations instead of flowers

**Other Decisions & Arrangements**

56. Clergy to officiate
57. Time of services
58. Provide information for eulogy
59. Select pallbearers
60. Clothing for you & children
61. Preparation at home including food for family & guests

62. Transportation for family & guests  
(funeral car list)
63. Check & sign necessary papers
64. Answer phone calls, wires & messages
65. Greet friends & relatives who call
66. Arrange to meet & lodge out of town  
relatives
67. Compile thank you card list
68. Look after minor children
69. Notify family & friends
70. Order death certificate
71. Payment for services

### **Collection of Legal Documents**

72. Will
73. Birth certificate
74. Social security number
75. Marriage license
76. Citizenship papers
77. Insurance policies
78. Bank books
79. Deeds to property
80. Auto ownership
81. Income tax returns
82. Veterans discharge papers
83. Disability claims
84. Cemetery deed

### **People to Notify**

85. Doctor or doctors
86. Attorney
87. Employer
88. Insurance agent
89. Clubs, unions & organizations
90. Funeral director
91. Cemetery director
92. Creditors
93. Employers of relatives not going to  
work
94. Clergyman
95. Banker

### **Bills to Pay**

96. Clergy
97. Clothing
98. Transportation
99. Telephone & telegraph
100. Food
101. Doctors
102. Nurses
103. Hospitals ambulance
104. Ambulance
105. Medicine & drugs
106. Burial estate
107. Funeral director
108. Memorial marker
109. Police escort (if needed)

### **Person Data of Deceased**

110. Grade school attended
111. High school attended
112. College attended
113. Degrees
114. Public, civic, religious offices or  
positions held
115. Military record
116. Citations
117. Hobbies and interests
118. Special accomplishments
119. Charitable & special wishes

### **Future Plans**

120. Income
121. Credit
122. Emotional adjustment
123. Family adjustment
124. Re-budget for spousal income  
loss