



Arrangement Conference Checklist

To help you prepare for the arrangement conference, we have prepared this checklist of items that you will need to bring with you. In addition to these items, you will want to consider other things as well. Please review this list and if you have any questions, please do not hesitate to give us a call at 913-631-5566.

- _____ Please bring clothing regardless of whether you desire a public viewing or not. Please include underclothing.
- _____ Bring a recent photograph.
- _____ Be sure to have the social security number so that we may verify it.
- _____ We will be asking for the vital statistic information in order to prepare the death certificate and obituary. Be sure to have place of birth, parents names (including mother's maiden name), work history, etc.
- _____ If the deceased is a veteran, please bring their discharge document. (Usually a DD214 form)
- _____ Bring cemetery documents if applicable.
- _____ We will be asking how many certified copies of the death certificate you will need. (Life insurance, real estate, personal property, investments, pensions, etc. usually require a certified copy)
- _____ Decide on how you will be paying for the services. (From a funded prearrangement, cash, check, credit card, or insurance policy) (Insurance policy must be verified, which generally can only be done during the work week. An administrative fee will be charged for life insurance payments.)
- _____ Bring photos for a video tribute DVD to be used at the visitation or gathering. (50 photos is standard)
- _____ Where will the service be held? (Funeral home, church, or other)
- _____ Who will officiate at the service? (Minister or family friend)
- _____ If needed, who will be pallbearers? (Six is the norm)
- _____ Do you want the service recorded?
- _____ Do you want to have the service available for viewing on the internet?
- _____ We offer dove releases, balloon releases, and butterfly releases.
- _____ You may want to consider having a bagpiper at the graveside service or a harpist at the visitation.
- _____ Thumbprint keepsake jewelry is available. (Would you like us to take fingerprints?)
- _____ Where will you have a meal following the service? (We can cater the funeral luncheon for you)
- _____ Would you like refreshments served during the visitation?