



Arrangement Conference Checklist

During the arrangement conference your funeral director will help your family plan and coordinate the services for your loved one. To better prepare your family for the arrangement conference, we have prepared a checklist of items that you may want to consider.

_____ **Please bring a photograph, digital or original, of your loved one.** The picture can be used on our website and any optional printed material that is selected by the family during arrangement conference, as well as being used for hair and cosmetic purposes.

_____ During the arrangement conference we will be gathering **information that will be needed for the death certificate.** Be prepared to provide your loved one's social security number, date and place of birth, parent's names including mother's maiden name.

_____ If the deceased is a veteran, and you would like military honors, please bring a copy of their **discharge papers**, usually a DD214 form. If you are unsure whether you have the correct documents, bring what you have and your funeral director will be able to identify the proper documents.

_____ Bring **cemetery documents** if applicable. This will help your funeral director assist you with scheduling any burial services that you might want to have. We can also verify any services or merchandise that may have been pre-paid at the cemetery.

_____ We are able to **order certified copies of the death certificate.** We have found there are some things that might require a certified copy of the death certificate: life insurance, real estate, personal property, investments, pensions, etc. usually require a certified copy.

_____ In order to help your family personalize your loved one's services, for an additional fee, we can provide a **Video Tribute** that can be played during visitation and services. If you would like us to provide this service, please provide up to 50 pictures 48 hours before the first scheduled service.

_____ **Consider where your family would like to have the service.** We are able to accommodate services at our facilities or your church. However we are not limited to those options exclusively, we are able to provide staff and equipment to host services anywhere your family finds appropriate to celebrate your loved one's unique life.

_____ **Who will officiate or act as a "Master of Ceremonies" for the service?** This person will help set the flow and order of the service; they will often help express the family's sentiments and stories about their loved one's life.

_____ **Pallbearers** will be needed for casketed remains, four to eight pallbearers is a normal amount. This role can be filled by male or females and is usually someone that had a special relationship with the deceased. Sometimes families choose to honor close friends that are not able to attend by naming them as "Honorary Pallbearers"

_____ We also offer dove or balloon releases to further celebrate your loved one's life. You might consider a bagpiper at the graveside or a harpist at the visitation. Let us know how we can help make your services special and reflect your loved one's life.

_____ Have you considered if you were going to gather for a meal or refreshments after the service? Families often gather after the service to share a meal and continue to spend time visiting with friends and family. We can provide catering for a **luncheon or light refreshments** in our East Chapel which is available for rent following the services.

_____ **For services with a public viewing, please bring clothing including socks and underwear.** Clothes are not required for private family or identification viewings, however, if your family wishes to have their loved one dressed for the viewing, this service is available for a small fee.

_____ Will someone from the family be writing the obituary? If so, please email a copy of the **obituary** to your funeral director. They will be able to post it to our website to share with friends and family.

_____ **Payment is due and payable at the conclusion of the arrangement conference.** We accept most forms of payment, cash, check, Visa, MasterCard and Discover. Most families choose to reimburse themselves from the proceeds of an insurance policy, your funeral director can also assist you with filing a claim against any verified life insurance policies for an **added 7% charge.** Life insurance policies will need to be verified before any services are confirmed and obituaries will be published. Due to the hours of operation for most life insurance companies, policies will not be able to be verified during the weekend and most major holidays.