

## <sup>24hr Emergency Telephone</sup> 0113 8113 999 Funeral Planning Checklist

We developed a handy checklist for anybody looking to arrange a funeral. This is suitable for all faiths, backgrounds and belief systems and offers you a straightforward way to ensure that you have covered the essential when it comes to planning a funeral for a loved one

	Contacts / Notes / Reminders	$\checkmark$
Contact those closest to the deceased		$\bigcirc$
Family, friends, work colleagues and neighbours.		$\bigcirc$
Appoint a funeral director		$\sim$
Choosing the right funeral director is important to suit your needs including location and faith requirements.		$\bigcirc$
Fund the funeral		$\sim$
Check on any insurance policies of the deceased, benefit entitlements, savings and family contributions.		$\bigcirc$
Request a medical certificate stating cause of death (MCCD)		
A compulsory certificate needed on order to register a death and arrange a funeral.		$\bigcirc$
Register the death		
You can do this through your local registrar and collect the green form which your funeral director will need in order to arrange your funeral.		$\bigcirc$
Transfer the care of the deceased		$\sim$
Your funeral director will arrange for the body to be collected and cared for in the chapel of rest.		$\bigcirc$
Arrange the details of the funeral service		
With the help of your funeral director, deciding on details such as order of service, music, transport, flowers, donations, photographs and the legal paperwork.		$\bigcirc$
Appoint roles		
This includes pallbearer, someone to read eulogies, priest or gianiji etc		$\bigcirc$
Let everyone know the details for the funeral		
arrange the online funeral notice, inform people of dress code, locations, requirements for flowers or donations etc.		$\bigcirc$
Arrange security for the day		
Especially important if you are leaving your home empty for the service and have advised people of the date and time online.		$\bigcirc$
Contact all relevant organisations		$\bigcirc$
Governmental and Financial Organisations.		$\bigcirc$
Seek support from a specialist grief counsellor		$\sim$
Speak to Asian Funeral Home as we have dedicated counsellors for the Asian community.		$\bigcirc$