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FUNERAL HOMES
YOUR ARRANGEMENT CONFERENCE

Date: _____ Time: _____ Place: _____

YOUR FIRST STEP - *Gathering Information*

Full Legal Name and Current Address

Next of Kin Name, Relationship, Address & Phone

Birthdate

Birthplace

SSN

Father's Full Name

Mother's Full Name (*including Maiden Name*)

Parents' Occupations

Education Completed

Usual/Last Occupation/Military Service (Provide stories/details)

Childhood Interest (stories/details)

Teen/Young Adult, Interests & Accomplishments

Current Spouse and Deceased Spouses (*how did they meet, including Dates of Marriage & Death, ceremony details,*)

Living Children(s) names, their Spouses and their City & State of Residence (Oldest to Youngest)

Living Sibling(s) names, their Spouses and their City & State of Residence (Oldest to Youngest)

Deceased Children and Sibling(s) names

_____ Number of Grand Children (names optional)

_____ Number of Great Grand Children

_____ Number of Great Great Grand Children

Pets _____

Family Events: vacations/holiday events/greatest day

Activities: Sports/Church/Clubs (include stories)

Favorite Pets, Teams, Music, TV, Books, Unique sayings & quotes

Personality: Describe character, outlook on life, overall theme or legacy, and funny things they did or said... please end with five words that best describe who they were.

PLEASE COMPLETE THE FOLLOWING

Minister Name & Phone

Pallbearer Names

Preferred Musician/Singers

Hair Stylist Name & Phone

ITEMS TO BRING TO ARRANGEMENT CONFERENCE

- _____ Photos for Life Story & Video (Photograph or Snapshot - this helps us in our preparation. *(This can also be used for newspaper notices)*
- _____ Clothing - This includes underclothes. Clothing must be LONG SLEEVED and preferably close to the neckline.
- _____ Glasses
- _____ Military Discharge Papers (DD214) for Veterans.
- _____ Life Insurance Policies
- _____ Jewelry *(all jewelry can be returned)*
- _____ Dentures
- _____ Rosary for Catholic Families

LIFE STORY/PHOTO SLIDESHOW/VIDEO GUIDELINES

- Up to 23 photos for Life Story Folder
- Up to 50 Photos for video
- Up to 2 Songs
- Paper Photos or Digital JPEG Files
- Please remove photos from frames.
- You may email photos to sdooley@dooleyfuneralhome.com or save them on a USB flash drive.
- Do not combine multiple photos in a single scan.

Please feel free to email this information to:
sdooley@dooleyfuneralhome.com

FUNERAL DIRECTOR WILL COMPLETE WITH YOU

Visitation _____

Ceremony _____

Cemetery Name & Location _____

Memorial Contributions _____

Flowers to Order _____

of Death Certificates _____

Newspaper Notices _____

Memorial Stationary _____

Video of up to 50 Photos _____

Music Selections _____

Items for Display _____

Meal After Ceremony _____
