



FAMILY CHECKLIST:

THESE DETAILS MUST BE TAKEN CARE OF IN ORDER TO COMPLETE THE FUNERAL ARRANGEMENTS IN A TIMELY MANNER.

1. DECIDE A DATE, TIME AND PLACE FOR THE SERVICE.
2. PLEASE SUBMIT A RECENT PICTURE OF THE LOVED ONE, WHICH WILL BE RETURNED.
3. GIVE INSURANCE INFORMATION TO THE FUNERAL HOME AS SOON AS POSSIBLE. (THIS SHOULD INCLUDE THE BENEFICIARY'S NAME, NAME OF THE INSURANCE COMPANY, POLICY NUMBER(S) AND PHONE NUMBER OF THE COMPANY).
4. HAVE A BUDGET IN MIND.
5. SELECT A CEMETERY. YOU MUST GO TO THE CEMETERY AND MAKE ARRANGEMENTS AND SIGN THE NECESSARY DOCUMENTS REQUIRED FOR BURIAL.
6. TURN IN ALL INFORMATION FOR THE FUNERAL PROGRAMS AS SOON AS POSSIBLE. THIS SHOULD INCLUDE OBITUARY, ORDER OF SERVICE, POEMS, HYMNS, SCRIPTURES, ETC.
7. TURN IN INFORMATION REGARDING THE NEWSPAPER ANNOUNCEMENTS (2) TO (3) DAYS PRIOR TO THE SERVICE, THIS SHOULD INCLUDE THE PASTOR'S FULL NAME, THE IMMEDIATE FAMILY (SURVIVORS), THE TIME AND DAY OF SERVICE, ETC.
8. SELECT CLOTHING(DUE 2 DAYS PRIOR TO VIEWING)

MEN- SUIT, SHIRT, TIE, UNDERSHIRT, UNDERWEAR AND SOCKS.

WOMEN- SUIT OR DRESS MUST HAVE LONG SLEEVES, COMPLETELY COVER THE NECK AREA AND NOTHING SHEER OR SEE THROUGH; BRA, PANTIES, SLIP, STOCKING'S WIG AND HAT IF NECESSARY.
9. DISCHARGE PAPER'S IF THE DECEASED WAS A VETERAN.
10. PROVIDE VITAL INFORMATION FOR THE DEATH CERTIFICATE: SOCIAL SECURITY NUMBER, MOTHER'S MAIDEN NAME, SPOUSE'S MAIDEN NAME STATE AND COUNTY OF BIRTH, ETC...

**NOTE: THE FUNERAL BILL MUST BE SATISFIED
48 HOURS PRIOR TO FIRST VIEWING**