

Peace Chapel Funeral Home
3209 East Pinchot Avenue
Phoenix, AZ. 85018
Phone: (602) 9555-3234
Fax: (602) 955-3233

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, do not hesitate to give us a call at 602-955-3234.

Please bring clothing if you desire a public viewing. 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, parent's 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 on a USB/Junk Drive or DVD for a video tribute to be used at the visitation or gathering.

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?

We offer dove releases, balloon releases.

Where will you have a meal following the service?