The arrangement conference provides the family with the opportunity to create an event that will be meaningful to them in celebrating the life of the person who has died. Because of the numerous details involved in creating such an event, you can expect to spend approximately two hours meeting with our staff.

There are four components to the arrangement process:

1) Creating A Meaningful Event
“Celebrating life” means acknowledging the life of the person who has died. It means applauding their life and rejoicing in the fact that they lived. A “Meaningful Event” is a memorial or funeral service that touches everyone present with an understanding of who the person was that died and what they lived for. The event brings meaning to people by allowing them to feel how that person touched their lives and it creates something that touches everyone with the gift of that person’s life. These events and related services provide for the living as well as for the deceased. We will discuss the ways we can create a meaningful event and assist you in determining how you want to acknowledge the deceased: the day, time and location of the event and who will lead and participate. We will also help you create and place an obituary notice.

2) Selecting Merchandise
We will assist you with decisions regarding merchandise for the deceased, including, but not limited to, casket, vault, cremation urn, clothing, flowers and other merchandise.

3) Completing Paperwork
In addition, we will complete authorization forms and a purchase agreement itemizing your choices. Then we will determine how the account will be paid. Any cash advances made on your behalf (i.e., flowers, honorarium, motorcycle escort) will be due on the day of arrangements.

4) Vital Statistics
Information will need to be gathered regarding the deceased for the death certificate. You may find it helpful to gather some of this ahead of time.

- Full legal name
- Date and place of birth (city and state)
- Date and place of death (city and state)
- Spouse’s name (including maiden, if applicable)
- Social Security number
- Highest grade completed in school
- Occupation/Industry
- Parent’s names (including mother’s maiden name)
- How many certified copies of the death certificate will be needed