



Personal Funeral Planning Guide

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For further information on how to use this document, please contact us.

Funerals, like other social traditions including birthdays, graduations, and weddings, help us adjust to major life transitions. The rituals after a loved one dies, offer focus and stability during a time of chaos, an opportunity to give and receive support, and time when a significant life can be remembered. In preparation for those significant events in our journey, most people, at some point, are ready to gather their thoughts and share this information with someone. That “someone” could be a family member, a trusted friend, a clergy member, an attorney, or their preferred funeral provider. In order to facilitate these communications, we have provided a Personal Funeral Planning Guide to help you.

By preparing a funeral planning guide several things will be accomplished.

- You will have the assurance that a funeral event will occur and it will meet your personal beliefs, standards, or life-style.
- You will be providing guidance to whoever your representative will be and establishing cost guidelines for them.
- You will be clarifying where services and final disposition is preferred, especially important for individuals with multiple places of residency.
- You will be recording your personal history and vital statistical data that only you may know.

The guide is intended for your personal use. If you so choose, you can print it for your records and submit it to Cress for future reference and safekeeping. We recommend that you share your wishes with a family member or trusted friend. If you do not want to review the guide with a family member at least let someone know where it can be located in the event of your death or keep a copy at our funeral home.

Basic Information

Full Name:

Date:

Dear Loved Ones,

In the pages that follow, I’ve recorded my desires and preferences regarding decisions you’ll be asked to make after my death. Please read through this entire document before making arrangements for my funeral.

Upon my death, I want to donate my organs as indicated:

- Any needed organs or body parts
- Only those organs or body parts listed here:
- No donation

I have a living will. It is located:

Place of worship or clergy name:

Phone number:

The funeral director will need the following information to complete my death certificate.

Date of Birth:

Place of Birth:

You can find my social security number:

Usual Occupation:

Kind of business or industry:

Military Service:

Highest level of education completed:

Father's Name (first, middle, last):

Mother's Name (first, middle, last, maiden):

Place of disposition (name of cemetery, crematory, or other location):

Notifications

Please let all these people know of my death:

Spouse

Children

Parents

Siblings

Partner

Friends

Business Associates

Others

Funeral Home

This is who I want to handle the arrangements for my funeral:

Funeral Director:

Funeral Home Location:

Phone:

Address:

Service

Location of Funeral:

Location of Burial:

Funeral Speaker ideas:

Please ask these loved ones to be pallbearers:

Favorite Music:

Requested Readings:

Preferences for Clothing/ Jewelry:

Ideas regarding Casket (wood, metal, colors, open/closed):

Ideas regarding Burial Vault or Urn Vault, if applicable:

Ideas regarding the final placement of cremated remains, if applicable:

I suggest Memorial Contributions be collected for:

Important Documents

Here's where you can find my last will and testament:

The executor of my estate is:

My executor's phone number:

List of other important documents and their location (birth certificate, marriage license, deeds, automobile titles, insurance policies, pension information, income tax records, banking records, bonds, securities, stock certificates, etc).

Document:	Location:
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Document:	Location:
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Document:	Location:
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Document:	Location:
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Document:	Location:
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Document:	Location:
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Location of safety deposit box:

Location of keys/combination:

Obituary Information

I am suggesting the following topics for my newspaper or on-line obituary:

Birth Date and Birth City/State:

My education (schools and degrees):

Military Service (branch, rank, dates of service, service number):

Military notes (name of war or battle; awards and honors):

My marriage to:

Date and Place:

My children:

My grandchildren:

My great-grandchildren:

Occupation or Places of employment:

Achievements, Awards, or Contributions:

Fraternal organizations, lodges, or memberships:

My hobbies or areas of personal interest:

Also, please mention the following:

List of the newspapers to submit obituary information to:

Madison – West
3610 Speedway Road
Madison, Wisconsin 53705
(608) 238-3434

Sun Prairie
1310 Emerald Terrace
Sun Prairie, Wisconsin 53590
(608) 837-9054

Stoughton
206 W. Prospect Street
P.O. Box 231
Stoughton, Wisconsin 53589
(608) 873-9244

Deerfield
201 Bue Street
P.O. Box 376
Deerfield, Wisconsin 53531
(608) 764-5369

Madison – East
3325 E. Washington Avenue
Madison, Wisconsin 53704
(608) 249-6666

Middleton
6021 University Avenue
Madison, Wisconsin 53705
(608) 238-8406

McFarland
5801 Highway 51
P.O. Box 105
McFarland, Wisconsin 53558
(608) 838-0655