



## Information Needed To Make Arrangements

The information below will be needed to make the arrangements for your loved one. If pre-arrangements were made, it will contain most of the information. Please bring what you have, and we will work with you to secure the rest. If you have any questions, please do not hesitate to call us at (504) 482-2111.

1. Locate and bring your loved one's important documents and items:
  - ☐ Deed to burial property
  - ☐ Photo of your loved one
  - ☐ Funeral prearrangements
  - ☐ Life insurance policies
  - ☐ Burial policies
  - ☐ If applicable, Military discharge papers (DD-214)
  - ☐ Clothing you want your loved one to be buried in
  - ☐ Items you wish to be buried with your loved one
  
2. Compile the following information that the funeral home will need in order to finalize the death certificate:
  - ☐ Deceased's first, middle, and last name
  - ☐ Deceased's Maiden Name (if applicable)
  - ☐ Deceased's Home Address
  - ☐ Deceased's Social Security Number
  - ☐ Deceased's Date of Birth
  - ☐ Deceased's Date of Death
  - ☐ Deceased's Age
  - ☐ Deceased's Gender
  - ☐ Race/Ethnicity
  - ☐ Marital Status
  - ☐ Spouse's first and last name
  - ☐ Deceased's highest level of education attained
  - ☐ Deceased's Occupation
  - ☐ Deceased's Place of Birth (City and State)
  - ☐ Deceased's Father's Name
  - ☐ Deceased's Father's Birth City



- ☐ Deceased's Father's Birth State
- ☐ Deceased's Mother's Name including Maiden Name
- ☐ Deceased's Mother's Birth City
- ☐ Deceased's Mother's Birth State

If your loved one was a Veteran and you cannot secure a copy of form DD214, fill out the information below.

- ☐ Entered Service Date
- ☐ Entered Service Place
- ☐ Service Number
- ☐ Separated from Service Date
- ☐ Separated from Service Place
- ☐ Grade, Rank or Rating
- ☐ Organization and Branch of Service

3. Start preparing your loved one's obituary. The following list contains the sections of an obituary. You may choose which sections to include and add others.

- ☐ Name of Deceased
- ☐ Age or date of birth and death (Month, Day and Year)
- ☐ Place of Birth
- ☐ Resident of
- ☐ Work History
- ☐ Hobby History
- ☐ Memberships in clubs, organizations, etc.
- ☐ Preceded By Family List
- ☐ Survived By Family List
- ☐ Date, Time and Location of Services
- ☐ Instructions for donations/flowers