**Funeral preparation**

**Check list and information**

**gathering form**

**Personal details / Contact details**

Name of deceased:

Preferred name:

Date of birth:

Date of death:

Next of kin:

Relationship to deceased:

Name of funeral organiser:

Relationship to deceased:

Contact details including phone number:

Names of children / close relations or friends:

**Funeral details**

Contact details of appointed funeral director:

Burial/Cremation:

Funeral date:

Funeral start time:

Length of allotted time at the crematorium:

Order of the funeral (service at hall, then crematorium? Just crematorium? Other option?)

**Information gathered on visits to funeral organiser**

Is any part of the funeral closed to family only?

Curtains open or closed:

Entrance and exit music:

Eulogy/tributes/readings:

Scripture required:

Hymns/songs required:

Music required (band, songsters, organist?):

Flag required (who is carrying?): Flag on coffin:

What transport is available? (Ensure you know how you are travelling to the funeral):

Who is printing the Order of Service? (Encourage this to be done by funeral directors. Check this thoroughly before it goes to print as SA songs often have different lyrics.) If the family have requested donations to a specific charity ensure this is listed on the Order of Service.

Location of the post-funeral reception:

(If at the SA hall, arrange for someone to open the hall for this):

Name of person responsible for refreshments:

**Preparation recommendations**

It is advised that if you have not been to the crematorium before, you go a for a pre-arranged site visit to familiarise yourself with the following:

|  |  |
| --- | --- |
| Entrance and exit to the crematorium |  |
| System for playing music (Is live music available if required? / Does the organist have the sheet music?) |  |
| System for committal (eg, opening and closing the curtains etc) |  |
| Where you should stand to bid farewell to the mourners? |  |
| Where you can place the SA flag? (Is a flag stand available?) |  |
| Disabled access |  |

**Further information and notes**