



CHECKLIST FOLLOWING A DEATH

- ☐ Decide on type of Service.
- ☐ Check Pricing. Make appointment to meet with a funeral director. Make funeral or memorial service arrangements.
- ☐ Decide on a time and place for the funeral and/or memorial service.
- ☐ Make a list of immediate family, close friends, and employer or business colleagues. Notify each by phone.
- ☐ If flowers are to be omitted, decide on appropriate memorial to which gifts may be given (a church, library, school, or charity).
- ☐ Write an obituary. Normally, the mortuary does this, but you may wish to consult with them. Include age, place of birth, occupation, college degrees, membership(s) held, military service, outstanding work, list of survivors in immediate family. Give time and place of services. Fax a copy to deceased's hometown.
- ☐ Purchase a Guest Book.
- ☐ Notify insurance companies (including automobile insurance) of immediate cancellation and request any refund.
- ☐ Check carefully all life and casualty insurance and death benefits, including Social Security, credit union, trade union, fraternal, military, etc.
- ☐ Check also on income for survivors from these sources.
- ☐ Arrange for family members or close friends to take turns answering the door or phone, keeping careful record of calls.
- ☐ Arrange hospitality for visiting relatives and friends.
- ☐ Arrange appropriate childcare.
- ☐ Coordinate special needs of the household, e.g. cleaning, grocery shopping, etc., which might be done by friends.
- ☐ Select who will conduct the service, give the eulogy, speakers, music, and reception, if any.
- ☐ Select pall bearers and notify them (avoid men with heart or back difficulties, or make them honorary pall bearers).
- ☐ Notify the lawyer and Executor of the Will. Get several copies of the death certificate.
- ☐ Plan for disposition of flowers after the funeral (can be given to a hospital or rest home).
- ☐ Prepare a list of distant persons to be notified by letter and/or printed notice and decide which to send each.
- ☐ Prepare a list of persons to receive acknowledgements of flowers, calls, etc. Send appropriate acknowledgements (can be either written notes or printed acknowledgements).
- ☐ Check promptly on all debts and installment payments. Some may carry insurance clauses that will cancel them. If there is to be a delay in meeting payments, consult with creditors and ask for more time before payments are due.
- ☐ If the deceased was living alone, notify utilities and landlord and tell the post office where to mail. Take precautions against thieves.