

Pre-Panning

This form is designed to guide you through the pre-planning process in a way that mirrors a personal conversation with us. It aims to provide useful information and prompt you to consider important details you might not have thought of. You can either send the completed form to us, keep it for your own personal records, or just use it as a starting point for a discussion with your family. Either way, it will help you begin a meaningful conversation about your plans.

You only need to fill in the fields you're comfortable with. As you work through this form, feel free to provide information only for the sections and questions you choose.

What do we do with your information?

If you have decided to send us a copy, we will let you know we have received it, and then...
The final question in this form will ask what you would like us to do with your information:

- Simply hold on to your information for safekeeping
- Contact you so we can continue this conversation and provide further information
- Contact you to provide pricing and information about pre-paying

Your Personal Information

Full Name

Phone

Email

Beneficiary's Personal Information

This plan is for ☐ Myself ☐ Parent ☐ Spouse ☐ Relative ☐ Child ☐ Sibling ☐ Friend

Full Name

Name at Birth (if different from above)

Place of Birth (city, province, country)

Date of Birth

Gender

☐ Male

☐ Female

☐ Other

SIN

AHC

DL

Family Info

Marital Status

☐ Never Married

☐ Married

☐ Common-Law

☐ Divorced

☐ Widowed

Full (maiden) Name of Spouse (even if common-law or divorced)

Father's Full Name

Place of Birth (city, province, country)

Mother's (maiden) Full Name

Place of Birth (city, province, country)

Work

Occupation (for largest part of working life)

Type of Work (company/industry)

Pre-Panning

Service Options

Before moving on to the next questions, please remember that your decisions here are not final. Consider these questions as an exploration of what interests you or where you might want more information. Feel free to select multiple options if several scenarios appeal to you.

In the sections below, you'll encounter the terms "funeral service" and "memorial service." A funeral service involves the presence of the body, while a memorial service does not. Even if cremated remains are present, the service is classified as a memorial since the disposition (cremation) has already occurred. You're welcome to choose any service title you prefer, such as "celebration of life." We use these terms primarily to help clarify the type of service being planned.

You'll also encounter the term "final disposition," which refers to the ultimate handling of a deceased person's remains. It encompasses the method by which the body is permanently cared for after death. While burial is considered final disposition, cremation itself is not, as it leaves behind remains that still require further placement. For cremation, final disposition can involve ground burial, placement in a columbarium, scattering of the ashes, and many other options.

Viewing

☐ I would like a viewing to take place

☐ No viewing

Cremation

☐ Witnessed cremation

We arrange for families to meet in [Calgary](#), where you'll have access to a beautiful, private room. This space is large enough to accommodate friends and family who wish to gather. A viewing and/or service can take place there as part of the witnessed cremation. The cremation takes place in an adjoining room, which is separated by a window with curtains and a doorway. You can choose how involved you'd like to be—whether that means keeping the curtains closed, or even walking in and pressing the button to begin the cremation.

We understand that many families may feel hesitant about witnessing the cremation. However, just as one might find comfort in walking to the edge of the grave, walking to the edge of the fire can also be a deeply healing experience. We encourage you to consider this ceremony as a meaningful way to say goodbye.

☐ Simple cremation (No Services)

☐ Memorial Service Only

☐ Memorial service followed or preceded by final disposition

☐ Funeral service followed by cremation

☐ Other

Urn Selection (See our selection [HERE](#))

Urn Name(s)

Burial

☐ Funeral service followed by burial

☐ Burial followed by memorial service

☐ Graveside service only

☐ Other

Cemetery name

Service location

Casket Selection (See our selection [HERE](#))

Casket Name

Page Notes

Pre-Panning

Final Disposition	
<input type="checkbox"/> Casket burial in cemetery plot	Cemetery name
<input type="checkbox"/> Urn burial in cemetery plot	Cemetery name
<input type="checkbox"/> Placed in columbarium	Columbarium location
<input type="checkbox"/> Scatter the remains somewhere meaningful	<input type="checkbox"/> Keep remains at home
<input type="checkbox"/> Other	
Reception	
A funeral reception, usually taking place after the service, offers family, friends, and loved ones an opportunity to come together in a more informal setting to offer support, share memories, and celebrate the life of the deceased. Food and beverages are served, ranging from simple refreshments like coffee and pastries to a full meal.	
<input type="checkbox"/> Yes, I'd like a reception	<input type="checkbox"/> No thanks
Reception location	Caterer
Stationary	
<input type="checkbox"/> Notification Cards Custom cards that we create and disperse through businesses in the communities of your choosing for notification purposes	
<input type="checkbox"/> Bulletins/Service Folders Custom cards to hand out at the service(s) containing photo, order of service, obituary and special items	
<input type="checkbox"/> Guest Book (See our guestbooks HERE)	Book Name
A keepsake book for guests to record names and remarks	
Flowers (See our florists HERE)	
<input type="checkbox"/> Casket spray (horizontal) A floral arrangement that is specifically designed to be placed on top of a casket with it's low and expansive shape.	
<input type="checkbox"/> Vertical Spray Similar in shape to the casket spray, but this arrangement is designed to hang vertically.	
<input type="checkbox"/> Flowers to lay at the grave Single stemmed flowers for family to take and place on the casket or take home after the service as keepsakes.	
<input type="checkbox"/> Flower Arrangement(s) Arrangements in a vase or basket, most commonly placed at the front of the service with a photo or to sit on the guestbook table.	
Please list any details about flowers or alternatives you would like at the service. Include type of flowers, color, and personal additions (i.e, wheat, tractor toys, ribbons, etc...	
Page Notes	

Pre-Panning

Sound and Video

☐ Record the service

☐ Livestream the service

☐ Provide a video tribute (slideshow) for the service

Service Personalization

Please list any musical selections you would like to include.

Please list any poems, religious texts, or readings you would like to be read.

Please list specific people you would like involved (i.e. officiant, musicians, bearers, etc...).

Please list any specific foods or beverages you would like to make available.

Is there a special story, personal thank you, or message of hope you would like to be shared?

Obituary and Photo

Though obituaries are often considered something that can't be prepared in advance, you can actually plan ahead. By listing the information below, you'll make it easier for your family to write the obituary later. If you prefer, you can even write your story now (please email your story to info@sunsetltd.ca). And don't forget, our [Obituary Writer Tool](#) is available to help. Not ready to prepare this information right now? No problem! Just leave this section blank.

Family Information

Siblings (living)

Siblings (deceased)

Children (living)

Children (deceased)

Grandchildren (living)

Pre-Panning

Grandchildren (deceased)	
Great-grandchildren (living)	
Great-grandchildren (deceased)	
Friends (living)	
Friends (deceased)	
Education/Work	
Highest level of education	School name and location
Occupation	Company
Military Service	
Branch of service	Years served
Other Obituary Information	
Other information you may want to provide can include: hobbies/interests, personal achievements, memberships and affiliations, unique life experiences, favorite quotes/sayings/verses, personality traits, pets, special memoirs, charitable causes/passions, etc...	
Photo(s)	
We need a photo for the record that we place on our website. We also use a photo for our notification cards, bulletins, photo frame, etc.. Please email the photo(s) to info@sunsetltd.ca	
Finish	
You're done! If you have decided to send us a copy, please email the form to us at info@sunsetltd.ca	
What would you like us to do with the information you have provided?	
<input type="checkbox"/> Simply hold on to your information for safekeeping	
<input type="checkbox"/> Contact you so we can continue this conversation and provide further information	
<input type="checkbox"/> Contact you to provide pricing and information about pre-paying	

Thank You!