

Steinhaus-Holly Funeral Home & Cremation Service
Westfield, Wisconsin
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Arrangement Guide

This Arrangement Guide is simply a tool that can help you and your family start to gather information & organize your thoughts. We realize that not all of the information below will pertain to every family and every situation. If you have further questions, please let us know how we can help.

Items needed to bring into funeral home at time of arrangement

Clothing (including undergarments, socks, stockings or slippers, shoes are optional)

Recent picture(s) or favorite snapshot

Jewelry and Glasses

Information needed to complete Death Certificate

How many need to be ordered? _____ (banks, life ins., property, lawyer, pension, investments, etc...)

Full legal name: First _____ Middle _____ Last _____

Mailing address: _____ City/Village _____

Town _____

Date of Birth: _____ County _____

City of Birth: _____ State of Birth: _____

Parents names: Father _____

Mother (including maiden name) _____

Marital Status: Married ___ Single ___ Divorced ___ Widowed ___

(men only) If married, wife's maiden name _____

Social Security # _____

Level of education: (high school-no diploma, diploma or GED, associate/BA/BS degree, etc...) _____

Veteran: Yes ___ No ___, If yes, funeral home would need military discharge forms (DD-214)

Job Title (before retirement): _____ Industry _____

Name of Cemetery: _____ City _____ County _____

Name of family contact: _____ Relationship _____

Address: _____ Phone # _____

Email: _____

Other items to consider for Visitation and Funeral/Memorial Service

Burial or Cremation

If Burial - Open or Closed Casket

If Cremation - Viewing or No Viewing

Place of Service: Church, Funeral Home or Cemetery

Visitation/Service to be open to the public or private?

Name of Church: _____

Name of Cemetery: _____

Does a cemetery plot/grave need to be purchased? Y/N

Is a monument/headstone already in place at the cemetery? Y/N

Gather pictures for collages or other pictures already in frames & albums to be set up at funeral home or church for visitation and service

Special music to be played during visitation or service

Personalization Items to be placed in casket or set up on tables for visitation and funeral (examples - favorite hat, fishing pole, woodworkings, knitted blanket, playing cards)

Pallbearers - Having 6 is traditional, we will work with however many you want to use

Flowers (2 options-family can work directly with florist or funeral home can place order with florist for the

Clergy (If the family doesn't have a clergy, the funeral home can help arrange one)

Veteran benefits (funeral home will help arrange veteran benefits.....must be honorably discharged)

- American Flag - Folded or Draped Who should it be presented to?
- Military Honors for Veteran: Y/N (honors can be held at the cemetery, funeral home or church)
- VA Marker or Medallion (funeral home will help in applying for marker or medallion)
- Other veteran benefits may be available. This will vary with each veteran.

Luncheon: (how many people, location & menu)

Obituary: (funeral home will help you with the format and which papers obituary should be in)

Balloon release (balloons can be released from funeral home, church or cemetery)

Dove release (funeral home will help arrange this option, weather permitting, there may be a cost invol

Information that may be needed in obituary

Full name "nickname", age, residence of what city & state, date & place of birth, parents names (which could include mother's maiden name), marriage info., school and work history, hobbies, interest, passions, organizations, etc... names of survivors (spouse, children, grandchildren, great grandchildren, parents, sisters, brothers, other relatives), names of those that have preceded in death, visitation, funeral and burial info., information on a memorial if one is going to be established.

Reminders:

Newspapers will charge by the length of the obituary

Do you want to include a photo in the paper?

Which paper(s) should the obituary be placed in?

Use the space below to write down any questions that you may have or to start composing the obituary.

