



LUVERNE CHAPEL

209 Elm St.

Luverne, MN 56156

507-283-2777

hartquistluverne@gmail.com

PIPESTONE CHAPEL

320 2nd Ave. SW, Box 351

Pipestone, MN 56164

507-825-5411

hartquistpipestone@gmail.com

LAKE BENTON CHAPEL

102 S. Fremont St., Box 301

Lake Benton, MN 56149

507-368-9385

TYLER CHAPEL

100 West Highway 14, Box 207

Tyler, MN 56178

507-247-3816

hartquisttyler@gmail.com

PROFESSIONAL STAFF

Jeffrey Hartquist,

Owner/Funeral Director

Randall Hartquist,

Funeral Director

Lewis Epple,

Funeral Director

Lexie Hodgkins,

Funeral Director

Richard Stangle,

Funeral Director Intern

Becky Rieck,

Mortuary Science Student

Stacey Haubrich, Administration

Wanda Jarchow, Administration



“A FUNERAL IS NOT A DAY IN ONE’S
lifetime,
BUT THE CELEBRATION OF A LIFETIME
in one day.”

LIFE HISTORY & SERVICE PLANNING PACKET

*Please complete form as thoroughly as possible and bring with you
at time of the arrangement conference. For at-need funeral arrangements please
remember to bring clothing (including undergarments) and a photograph.*

To my family, these are my wishes: _____ Dated: _____

This form has been provided to your family to help with the information needed at the time of funeral arrangements. According to Minnesota State Law, we as the Funeral Establishment are required to obtain all information to complete the Certificate of Death.

Vital Statistics and Data

Full Name: _____
FIRST MIDDLE LAST

Address: _____
(IF RURAL RESIDENCE, PLEASE USE ACTUAL STREET ADDRESS WHICH YOU WILL FIND ON YOUR MONTHLY UTILITY BILL.)

City or Township: _____ County: _____ State: _____ Zip Code: _____

Date of Death: _____ Age: _____

Place of Death: _____

Date of Birth: _____ Place of Birth: _____

Father: _____
FIRST MIDDLE LAST

Mother: _____
FIRST MIDDLE LAST [MAIDEN]

Hispanic Origin: ☐ Yes ☐ No Race: _____

Occupation (Prior to Retirement) : _____ Industry: _____

Years of Education: _____ Social Security No.: _____

Current Marital Status: ☐ Married ☐ Single ☐ Divorced ☐ Widowed

Spouse Name: _____
FIRST MIDDLE LAST (MAIDEN IF APPLICABLE)

Legal Next of Kin's Name: _____ Relationship to Deceased: _____

Legal Next of Kin's Telephone & Address: _____
Unless advised otherwise, this person will also be listed as the "informant" on the death certificate.

Veteran: ☐ Yes ☐ No If yes: Branch: _____ War: _____

Date Enlisted: _____ Date Discharged: _____ Rank: _____

Military Funeral Service: ☐ Yes ☐ No

American Legion Post Member: _____

VFW Post Member: _____

If a veteran, the veteran qualifies for a flag, veteran's marker, and military service. Also, if a veteran was on disability, pension, or died in a V.A. facility, the veteran may be eligible for burial benefits. Please bring the veteran's honorable discharge papers and/or the DD214 form with you at time of the funeral arrangements and we will assist you in applying for these benefits. You will not need to order an additional death certificate to apply for veteran's benefits.

Number of Death Certificates to be Ordered: _____

The information needed in this section is of great importance for the life history which is written and placed on the funeral folders. We encourage families to be as thorough as possible when completing this information since the funeral folders will later become cherished memories.

Historical Information

Childhood Activities and Important Information

Baptized: Date:

Confirmed: Date:

Place:

Place:

School:

H.S. Graduation Year:

College:

Graduation Date:

Degree/Studied:

Date of Marriage:

Place of Marriage:

On the following lines, please list residences throughout life (with dates) and employment (date, position, company) in chronological order.

Retired:

Current Church Affiliation: _____ City/State: _____

Church Organizations (Circle, Choir, Elder, Deacon, Etc.)

Community Involvement

Hobbies / Special Interests

Will Be Remembered By:
(Characteristics, Values, Special Sayings or Actions)

Other Important Biographical Details/Events:

Surviving Family

Spouse: _____ Current City / State: _____

Children (Oldest to Youngest)	Spouse	Current City / State
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parents: _____ Current City / State: _____

Siblings (include spouse, if living)	Spouse	Current City / State
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Number of Grandchildren: ____ Names: _____

Number of Great-Grandchildren: ____ Names: _____

Others to be Listed (Relationship, Name) : _____

Preceded in Death By:

(Relationship, Name)

Memorial Donations Directed To: _____

Newspapers to Place Free Service Notice: _____

Newspapers to Place Full Paid Obituary: _____

Radio Stations to Run Service Notice: _____

Photo for Obituary: _____

Funeral Service Instructions and Information

Type of Service

Your funeral professional will educate you of service options and provide recommendations, if necessary, during the arrangement conference. The last page of this packet also offers a brief explanation of how common elements of funerals may be beneficial for survivors beginning their grief journey. If you have preferences prior to the arrangement conference, please specify by selecting all that apply below.

- ☐ Visitation or Gathering
Place: _____ Time: _____ Number of Guests: _____ Body Present: ☐ Yes ☐ No
- ☐ Prayer Service or Memory Sharing
Description: _____ Time: _____ Number of Guests: _____
- ☐ Funeral or Memorial Ceremony
Place: _____ Time: _____ Number of Guests: _____ Body Present: ☐ Yes ☐ No
- ☐ Luncheon
Place: _____ Time: _____ Number of Family: _____ Number of Guests: _____
Meal/Catering Preference: _____
- ☐ Earth Burial ☐ Graveside Service
Name of Cemetery: _____ City / Town: _____
Owner of Lot: _____ Lot: _____ Section: _____ Grave: _____
- ☐ Cremation: ☐ Flame Based or ☐ Water Based
To occur: ☐ Immediately ☐ After Private Viewing ☐ After Public Visitation ☐ After Funeral Service
Instructions for Remains if Not Earth Burial: ☐ Return to Family ☐ Scatter: _____ ☐ Other: _____
- ☐ Other Service(s): _____

Service Details

Congregational Hymns:

1. _____
2. _____
3. _____

Organist: _____

Special Scripture Readings:

1. _____
3. _____

Special Verse / Poem / Theme: _____

Eulogy / Life History Presented By: _____

Casket / Urn Bearers:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Alternates:

1. _____

Solos or Recorded Music:

1. _____
2. _____
3. _____

Soloist: _____

2. _____
4. _____

Honorary Bearers:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

2. _____

***Other Notes Regarding Funeral Service Instructions
or Personal Affairs:***

Hairdresser Preference: _____

Jewelry (& Location): _____

To be Returned after services: ☐ Yes ☐ No If Yes, Given to: _____

Clothing (& Location): _____

Other Items to be Used: _____

Casket Preference: ☐ Wood ☐ Metal Notes: _____

Outer Burial Container Preference: ☐ Sealing Vault ☐ Non-Sealing Notes: _____

☐ Memorial Photo Board ☐ DVD Keepsake Tribute Location of Photos: _____

Location of Important Papers: _____

Lawyer with Information: _____

Safe Deposit Box Location: _____

Life Insurance Policies:

Company	Policy Number	Policy Amount	Reason Purchased
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Other Notes:

Photo for Memorial Folder/Obituary:

<p style="text-align: center;">INSERT PHOTO HERE</p> <p style="text-align: center;">Up to 8"x10" photo(s) can be used. Please bring to either at-need or pre-need arrangements.</p>
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Why We Have Funerals

As much as the funeral ceremony is for the deceased as the “celebration of a lifetime in a day,” it is also for those left behind. The following information briefly explains how different aspects of a funeral service help us move along in our grief journey in accordance with research by leading grief expert, Dr. Alan D. Wolfelt.

Visitation: Allowing a public time and place for mourners to gather establishes a support network for not only immediate family, but friends and members of the community as well. Each life has meaning and touches more people than we may realize. Times of remembrance and memories shared help us to develop new meaning in a life we thought we knew.

Viewing the Deceased: Though we know in our minds that a death has occurred, viewing a loved one after death helps us accept reality and understand that it is okay to say good-bye to the vessel that no longer holds the beloved personality which made them who they were. This is especially important for children.

Ceremony: “When words are inadequate, we have ritual.”-Dr. Alan D. Wolfelt.

Ceremony gathers mourners together in a shared experience. It allows physical expressions of feelings through elements like song and readings of literature or eulogies in a public setting dedicated to the celebration and honor of the life of a loved one.

Procession: A visual representation of the support of fellow mourners, a procession slows traffic in a public display of our society’s respect for the dead. Processions cause pause and reflection even for those who might not have known the deceased.

Burial: Knowing a loved one has a final resting place that will be perpetually cared for and having the ability to return and visit the grave, if desired, offers closure for the physical aspect of loss and allows us peace of mind as we move through the emotional part of the grief journey. This need exists regardless of whether cremation or traditional burial was selected.

What a meaningful service means to me:

Personalized ideas to include in my service:

