

## **What to Do if a Death Has Occurred**

Since most deaths occur in health care institutions such as hospitals and nursing homes, the attending staff may provide you with some preliminary information. If the death occurs at home, please notify the physician or attending registered nurse (if the death was unexpected, or if there are any peculiar circumstances, phone the police immediately). If the deceased was under hospice care at home, the hospice staff should have left some basic information for you to follow. No matter what circumstance, our brief checklist will help you along the way.

### **First Step: Initial Contact**

- Contact doctor, nurse, coroner or police if necessary
- Contact Modern Celebrations or Cremations by phone at (506) 458-8383 - we are available 24 hours/day.
  - When you call, we will ask you these questions:
    - What is the full name of your loved one who died?
    - Where did your loved one die? Are they still at that location?
    - Who is the next of kin, executor/executrix and what is their contact information?
    - What is your name and contact information (if you are not the next of kin)?
    - Does your loved one have a pre-arranged funeral with our firm?

### **Second Step: Completing Celebration and/or Cremation Arrangements**

- Set an appointment time with one of our counsellors to discuss the details of the arrangements.
- For the appointment, we will ask you to have information and items that we need to complete the arrangements, such as:
  - Vital Statistical information for your loved one including:
    - Date and place of birth (city and province)
    - Parents' names, including mother's maiden name
    - Marital status and spouse's full name
    - Education information
    - Social insurance number
  - Veteran information including discharge papers / claim number
  - Pre-arrangement documentation (if applicable)
  - Cemetery lot documentation (if applicable)
  - A recent photograph of your loved one.
  - Clothing for your loved one
- Decide on the location of the celebration or gathering, if any. These can be performed at McAdam's Memorial Centre, your church, your home or another facility that is appropriate for hosting gatherings.
- Contact the clergy/celebrant/officiant/emcee who will be presiding at the celebration/gathering. We can also guide you if the family wishes to emcee the gathering/celebration.
- Set the time for the service.  
Compose obituary (with our assistance if, you wish; there is no additional fee for this service). The information needed includes: a photo, age, place of birth, list of surviving family members, list of pre-deceased family members (if desired), occupation, education, memberships, military service, hobbies and activities, the details of the service, donations to a particular charity (if desired). Again, we will help

you with the obituary and post it on our website, plus submit it to any appropriate newspapers (if desired).

- Determine the number of death certificate copies that you will need and we will order them for you.

Third Step: After the Arrangements and before the celebration/gathering.

- People will say to you, "Please let us know if there is anything that we can do," so be prepared (and don't feel bad) to accept this generosity. Make a list of items and tasks such as meals (let them know if there are any special food allergies), household duties (including cleaning or mowing the lawn) and transportation (for out of town family or friends or even picking up kids from school). Again, don't feel bad accepting this help; your friends want to help but usually don't know what to offer.
- Arrange for childcare, if necessary, although we strongly suggest that all family members be present at the service.

Fourth Step: After the Service

- Set an appointment with our Aftercare Specialist to help you get organized with settling the estate, filling out forms, and contacting the appropriate agencies, including:
  - Notifying the bank of the death
  - Notifying insurance companies
  - Contacting the lawyer if necessary
  - Canceling credit cards and driver's license

## Celebration Planning Checklist

### Recording Personal Information (See Funeral Information Sheet)

- ☐ Full legal name
- ☐ Residence
- ☐ Date of birth
- ☐ Place of birth
- ☐ Citizenship
- ☐ Personal Health number
- ☐ Social Insurance number
- ☐ Length of time in province
- ☐ Occupation
- ☐ Business or industry
- ☐ Marital status
- ☐ Spouse's full name
- ☐ Father's name
- ☐ Mother's maiden name
- ☐ Next of kin/executor's full name
- ☐ Next of kin's address
- ☐ Next of kin's relationship
- ☐ Doctor's name & address

### Making celebration/gathering Choices

- ☐ Set time & date of gathering or celebration
- ☐ Apply for burial permit
- ☐ Apply for death certificates
- ☐ Request preparation & embalming
- ☐ Choose family viewing or visitation
- ☐ Supply clothing for deceased if desired
- ☐ Select photographs to be displayed
- ☐ Select musical selections
- ☐ Select scripture or literature to be read
- ☐ Compose and submit obituary
- ☐ Choose charity to direct donations to
- ☐ Display religious or fraternal items
- ☐ Arrange location & food for reception

### Making Specific Selections

- ☐ Select cremation container
- ☐ Select cremation urn
- ☐ Choose cemetery
- ☐ Select cremation plot

### Participants

- ☐ Clergy or officiant
- ☐ Organist or other musical
- ☐ Family or friend to perform eulogy
- ☐ Family or friend to read scripture or participants

### Documents to Locate

- ☐ Will
- ☐ Deed to cemetery plot
- ☐ Birth certificate
- ☐ Marriage certificate
- ☐ Citizenship papers
- ☐ Insurance policies
- ☐ Bank documents
- ☐ Title to property
- ☐ Vehicle ownership
- ☐ Tax returns
- ☐ Military discharge papers

### People to Contact

- ☐ Extended family & friends
- ☐ Doctor (G.P. or Specialist)
- ☐ Accountant
- ☐ Lawyer
- ☐ Employer
- ☐ Insurance agent
- ☐ Creditors
- ☐ Clubs, unions & organizations
- ☐ Financial advisor/banker
- ☐ Bereavement counselor if needed

### Pay for the Following Services

- ☐ Cemetery plot, perpetual care & interment fees
- ☐ Grave memorial, inscription & installation
- ☐ Service participants
- ☐ Newspapers
- ☐ Death Certificates
- ☐ Flowers
- ☐ Food / catering for reception
- ☐ Hospitals
- ☐ Ambulance

### Personal Data of Deceased

- ☐ Elementary school attended
- ☐ High school attended
- ☐ University attended
- ☐ Military record
- ☐ Family & professional history
- ☐ Offices or positions held
- ☐ Accomplishments: personal & professional
- ☐ Citations
- ☐ Hobbies, activities & interests
- ☐ Charities & other special requests

Please note: the preceding list is only a guideline; actual arrangements will be unique to each individual.

## Celebration of Life Planning Checklist

<b>The First Step: Statistical Information</b>			
Deceased's		Given Names:	
Surname:			
Address:	City:	Province:	Postal Code:
Marital Status:		Spouse's Name:	
Occupation:		Industry:	
Birthdate: Father's		Birthplace:	
Name: Mother's		His Birthplace:	
Name:		Her Birthplace:	
Executor:		Relationship:	
Address:			
City:	Province:		Postal Code:
Phone:		Email:	
Other Contacts:		Phone:	
Other Contacts:		Phone:	
Other Contacts:		Phone:	
Doctor:		Phone:	
<b>The Second Step: A Time to Honor And Remember - Celebration/Gathering</b>			
Service Location:		Clergy:	
Burial / Cremation / Entombment		Details / Location:	
Circle all that apply: public visitation / private family viewing / witness cremation / reception			
Music 1:		Music 2:	
Solo:		Prelude / Postlude:	
Eulogist:		Readers:	
Other Participants:		Other Participants:	
		Urn: Bronze / Steel / Solid Wood / Ceramic	
Notes:			

## Modern Celebrations & Cremations: A Celebration of One's Life!

This worksheet should be filled in as a family group if possible. All blanks donot have to be filled in, this is only an outline and to be used as a guide to make the funeral service as meaningful as possible. Please have it ready when planning the funeral with the person conducting the service (ie. Clergy, Officiant, etc.)

Nicknames	(from spouse)	(from parents)	(from children)
	<hr/>	<hr/>	<hr/>
	<hr/>	<hr/>	<hr/>
	(from grandchildren)	(from friends)	(from others)
	<hr/>	<hr/>	<hr/>
	<hr/>	<hr/>	<hr/>
Hobbies:	<hr/>	<hr/>	<hr/>
	<hr/>	<hr/>	<hr/>
Sports:	<hr/>	<hr/>	<hr/>
	<hr/>	<hr/>	<hr/>
Memberships	<hr/>	<hr/>	<hr/>
Clubs, etc.:	<hr/>	<hr/>	<hr/>

Favourites	
Scriptures, <hr/>	Books & <hr/>
Poems, etc.: <hr/>	Movies: <hr/>
	<hr/>
Hymns: <hr/>	Music: <hr/>
	<hr/>
Vacation: <hr/>	Retreat: <hr/>
Places: <hr/>	Places: <hr/>
	<hr/>
Clothes: <hr/>	Outings: <hr/>
Outfits: <hr/>	Restaurants: <hr/>
Other Comments: <hr/>	

Family and Friends Participation	
Eulogy: <hr/>	Readings: <hr/>
	<hr/>
Singing: <hr/>	Play Music: <hr/>
	<hr/>
Other: <hr/>	Other: <hr/>