



Homework check sheet

During a funeral arrangement, your Funeral Director will guide you through the information we need to organise the funeral service. Below is a check sheet with some time frames of the remaining decisions/information required.

Registration details for Births, Deaths & Marriages

Required by:

Details to be confirmed:

Required by:

Newspaper notice(s)

Clothes: including underwear, socks, shoes, glasses and dentures

Photos: For Service Sheets and other print and visual media (see overleaf)

Casket flowers and/or items for placing on casket

Catering numbers & menu selection

Jewellery: Is it to stay with your loved one or be returned to you?

Live Streaming: Allow those who are unable to attend to view the service online via our website

Number of reserved seats needed for the family at the funeral venue

Other considerations:

Pall Bearers (6)

Ashes: After a cremation the decision needs to be made concerning their final resting place. Please discuss the options with us.

Media requirements

If you have chosen to have a service sheet or slideshow as part of the funeral service, below is some information to guide you through the best way to supply your media, including some time frames and helpful tips.

Media Assets

Required by:

Service sheet photos

Reflection photos

Before/After photos

Video tribute/s

Music

Hymns / Poems / Readings

Photo Slideshow Tips

How many photos? We try to time images at approx 6 seconds per photo when the slideshow is playing. This means for the average 3 minute song, 30 photos would be required. Our design team can work with more or less than 30 photos - we will simply adjust the music to suit, which may require an additional song choice from you.

If you have many more photos that you'd like to share on the day, we can also create a photo slideshow that plays before and/or after the service and this can have up to 100 images. It will simply loop so funeral attendees can watch it as they arrive or afterwards with a cup of tea.

Photo File Size Tips

Tips: We can scan physical photos or if you have digital copies, the highest resolution version of these can be emailed, provided on USB or we can provide a DropBox link for you to upload them to.

Email: If you're given the option when you attached the photo, select the largest file type possible. We can receive emails up to 20MB. You can send multiple emails if necessary.

USB: If you're able to save digital photos to USB and deliver to us, this will ensure the original resolution of the photo is maintained and no compression occurs if sent via email.

Social Media: Most social media platforms have file size restrictions and will compress your photos when you uploaded them. We can use images from social media if this is all you have access to, but scanned or digital originals will give the best result once printed.