

INTERNATIONAL FUNERAL SERVICE

SOUTHVIEW

Planning & Pre-Planning Checklist

A simple guide for funeral, cremation, memorial, transportation, and repatriation planning.

For immediate assistance, call (609) 396-4686. Available 24/7.

intlsouthview@gmail.com | www.intlsouthview.com

Use this checklist to organize important details before or during funeral arrangements. You may print it, or bring it with you when meeting with our team.

Client & Loved One Information

Your Name: 	Phone Number:
Email: 	Relationship to Loved One:
Loved One Full Legal Name: 	Date of Birth:
Date of Passing: 	Current Location of Loved One:

Immediate Planning Checklist

☐	Call International Funeral Service Southview at (609) 396-4686.
☐	Confirm the current location of your loved one: hospital, home, nursing facility, hospice, medical examiner, or another funeral home.
☐	Identify the legal next of kin or person authorized to make arrangements.
☐	Gather basic personal information for the death certificate and arrangement forms.
☐	Decide whether your family is considering burial, cremation, memorial service, transportation, or repatriation.
☐	Share any religious, cultural, veteran, or family traditions that should be honored.
☐	Ask about pricing, payment options, and the General Price List.
☐	Choose a date, time, and location for any viewing, service, memorial, or graveside gathering.

Documents & Information to Gather

☐	Full legal name, date of birth, and place of birth.
☐	Social Security number, if available.
☐	Home address and marital status.
☐	Parents' names, including mother's maiden name if known.
☐	Veteran records, such as DD214, if applicable.
☐	Cemetery deed, plot information, or cremation preferences.
☐	Life insurance policy information, if available.
☐	Photo and details for obituary or memorial notice.
☐	Passport or identification if international repatriation may be needed.
☐	Receiving funeral home or destination contact information, if transportation is needed.

Service Planning Choices

☐	Traditional funeral service
☐	Viewing or visitation
☐	Church or chapel service
☐	Graveside service
☐	Burial service
☐	Direct cremation
☐	Cremation with memorial service
☐	Memorial service or celebration of life
☐	Veteran funeral service
☐	Domestic transportation to another state
☐	International repatriation to another country

Personal Tribute Details

☐	Preferred music, hymns, or songs.
☐	Prayers, readings, poems, or scriptures.
☐	Photos for displays, slideshow, obituary, or memorial folders.
☐	Flowers, colors, clothing, or personal items to include.
☐	Guest book, prayer cards, memorial folders, or keepsakes.
☐	Family speakers or clergy/officiant information.
☐	Livestream or digital memorial options, if desired.
☐	Charity or memorial donation instructions.

Personal Tribute Details

☐	Write down your burial, cremation, memorial, or transportation preferences.
☐	List your legal next of kin, family contacts, clergy, attorney, insurance agent, and trusted decision-maker.
☐	Record cemetery, veteran, insurance, and important document information.
☐	Include religious, cultural, or personal instructions you want your family to know.
☐	Choose preferred music, readings, obituary details, and tribute items.
☐	Document any wish to be transported to another state or country.
☐	Tell trusted family members where this checklist and important documents are stored.
☐	Review and update your plan when personal details or wishes change.

Pre-Planning Checklist Important Contacts

Legal Next of Kin: _____	Clergy/Officiant: _____
Cemetery Contact: _____	Insurance Agent: _____
Attorney/Executor: _____	Trusted Family Contact: _____

Repatriation & Transportation Planning

For families who need domestic or international transportation, these details can help our team begin coordination with dignity and care.

Destination Details

Destination City/State/Country: _____	Receiving Funeral Home: _____
Receiving Contact Name: _____	Receiving Contact Phone: _____
Cemetery or Final Place of Disposition: _____	Family Contact at Destination: _____

Transportation Items to Review

☐	Death certificate copies
☐	Burial transit permit or cremation authorization
☐	Embalming certificate, when required
☐	Airline arrangements and airport transfer needs
☐	Consulate or embassy paperwork, when required
☐	Translations or apostilles, when required
☐	Communication with receiving funeral home or cemetery

Notes for Your Family

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