

# Funeral Planning Checklist



**Somerville Bros.**  
Funeral Directors

*This Funeral Planning Checklist is designed to act as a guide when considering what decisions to make or consider*

## SERVICE PREFERENCES

*Prior to meeting, we suggest discussing some of the items below in preparation*

**Service Type:** ☐ Burial Service ☐ Cremation Service

**Service Location:** ☐ Church Service  
☐ Cemetery or Crematorium Chapel: \_\_\_\_\_  
☐ Other Venue: \_\_\_\_\_  
☐ Private Service (no attendance)

**Preferred Cemetery or Crematorium:** \_\_\_\_\_ or ☐ No Preference

## PLANNING THE SERVICE

### MUSIC SELECTIONS

- ☐ Service Commencement: \_\_\_\_\_
- ☐ During Photo Slideshow / Reflection time: \_\_\_\_\_
- ☐ Service Closure: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_

### SPEAKERS / READINGS

- ☐ Eulogy/s shared by: \_\_\_\_\_
- ☐ Tribute/s shared by: \_\_\_\_\_
- ☐ Poem / Reading: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_

### PHOTO SLIDESHOW

- ☐ Song selection to accompany photos: \_\_\_\_\_
- ☐ Provide photos in preferred order (either hard copy for scanning or digital) at least 48 hours prior
- ☐ If created by family, provide completed MP4 video file to us at least 24 hours prior

### ORDER OF SERVICE

- ☐ Provide photographs (front cover, back cover, and inside booklet if applicable)
- ☐ Create an Order of Service (this is discussed with the Celebrant or Minister)
- ☐ Provide any words for poems, readings, hymn words, etc to be printed within the booklet

### CLOTHING & PREPARATION

- ☐ Provide clothing for mortuary care staff as soon as possible
  - ☐ Provide items to be placed in the coffin (if required)
  - ☐ Decide if there is a viewing and schedule a date and time with our staff: \_\_\_\_\_
- Special Requests: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_