

URBAN-WINKLER
Funeral Home, Inc.

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URBAN-WINKLER
LIBERTY
Funeral Home

310 North Main Street
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PREPARING FOR THE ARRANGEMENT CONFERENCE

The arrangement conference, is a meeting time with the funeral director and support staff, it typically occurs between 24 and 72 hours after the death of your loved one. Urban Winkler Funeral Home will contact the family during business hours to schedule the arrangement conference. We offer arrangement conferences in person, by telephone, or via email.

The Arrangement Conference

During the arrangement conference the funeral director and support staff will walk you through the process of planning a funeral service, cremation service, or a celebration of life. Together, we will gather biographical information for the death certificate and obituary. Also we will talk over topics such as memorial folders, memorial videos, and clergy members. Lastly we will discuss a photo to be used for the obituary, this may be emailed to your funeral director so it can be placed on the funeral home's website and/or submitted to a newspaper.

This Conference May also Include:

- Scheduling the service and events, including the date, time, and location
- Selecting a casket, urn, and/or other service items

PLEASE BRING THE FOLLOWING ITEMS AND INFORMATION ABOUT YOUR LOVED ONE:

- Full Legal Name and Home Address
- Date of Birth
- Place of Birth
- Social Security Number
- Father's Name
- Mother's Name (including her Maiden Name and Last Name at Time of Death if applicable)
- Highest Level of Education Completed
- Veteran's Discharge Papers (DD-214), if applicable
- Occupation
- Cemetery Deed, if applicable
- Clergy Name, if applicable
- Life Insurance Policy (If using to pay for Funeral Expenses)
- A Photo of Your Loved One
- Clothing and/or Jewelry to be Used (including undergarments)