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Checklist – Activities Prior to the Funeral

This checklist can be used to track activities that need to be completed prior to the funeral. Other forms on this site can help gather and manage the information needed.

- Arrange for an **obituary** or death notice to be placed in a local paper.
- Choose a **florist** and decide on the floral arrangements for the visitation, funeral service, or burial service. Determine where the flowers will go after the service.
- Create a list of **people to contact** beyond the "first calls." Ensure that they have the information needed to attend the funeral
- List others who should be **contacted after the funeral**. This list can include doctors, dentists, accountants, professionals and service organizations.
- Contact **clergy**, if desired, and if they have not already been called. Their involvement in the funeral service may be desired.
- Arrange for short-term **child and pet care**.
- Choose an organization or **charity** to send donations. List this organization in the obituary and send the name and the organization to the funeral home.
- Choose someone to answer the door and phone at the **estate residence**.
- Designate someone to coordinate **food for the family** on days prior to the funeral and immediately after the funeral.
- Safeguard the estate** and valuables.
- Collect mail** or have it held at the Post Office.
- If the residence is empty, **discontinue newspaper delivery**
- Other** _____
- Other** _____