

Funeral planning guide

The guide below can be used to gather important information when thinking about the arrangements for your own future funeral, or when organising a DIY funeral for someone else.

<p>Name, Address, and contact information of the Next of Kin or Executor of your Will who would be expected to make your funeral arrangements</p>	<p>Name: Phone: Email:</p>
<p>Name and Address of the Solicitor or other person holding your Will</p>	<p>Name: Address: Contact phone numbers: Email:</p>
<p>Do you prefer a Burial or Cremation?</p>	<p>Burial / Cremation What type of casket?</p>
<p>Do you prefer a Funeral Service or a Memorial Service, or none?</p>	<p>Funeral / Memorial / No service / Any other option:</p>
<p>Pre-service viewing of the deceased</p>	<p>Yes / No Where? When? Any special requirements?</p>
<p>Venue for your Funeral or Memorial Service</p>	<p>Time of Service: Venue Name: Address: Person to contact: Contact numbers: Email:</p>
<p>Name and Address of preferred person to conduct Service / Memorial</p>	<p>Priest / clergy / celebrant / friend / relative: Name: Address: Contact numbers: Email:</p>
<p>Will there be more than one service, for example a larger public service and then a small private committal?</p>	<p>Separate Private Committal: Yes / No</p>

<p>Are there to be refreshments or a Wake?</p>	<p>Yes / No Time: Venue Name: Address: Person to contact: Contact numbers: Email:</p>
<p>Venue for your Private Service</p>	<p>Time of Service: Venue Name: Address: Person to contact: Contact numbers: Email:</p>
<p>Name and Address of preferred person to conduct Private Service</p>	<p>Priest / clergy / celebrant / friend / relative Name: Address: Contact numbers: Email:</p>
<p>Funeral Director (if any) with whom arrangements have been made?</p>	<p>Name: Address: Contact numbers: Email:</p>
<p>Any pre-paid funeral policy?</p>	<p>Company Name: Address: Contact numbers: Email: Type of Policy: Policy Reference Number:</p>
<p>Plot (if any) new / re-open Entombment</p>	<p>Plot / Entombment Reference: Name of Cemetery: Address: Contact numbers: Email:</p>
<p>Ashes</p>	<p>Scatter / Inter (bury) Where:</p>

Service Information

Any preferred songs?	
Any preferred poetry?	
Any pre-recorded messages?	
Any written messages to be read?	
Any preferred speakers for the eulogy?	
Any other preferences that you want the funeral organiser to know?	
Preparation of printed Order of Service?	
Pallbearers	Name: Name: Name: Name: Name: Name:
Flowers/ Donations to?	
Where should Obituary Notices be placed?	
Is there any preferred wording you want?	

Other important information

- Which professionals need to be advised of the death? Accountants etc.
- What bank accounts / investments / insurance policies etc does the person hold?
- Clubs, charities or organisations the person belongs to, including membership numbers?
- Passwords to important websites and social media accounts.

The website "My Trove" provides a centralised platform for notifying many other government and private organisations about someone's death.