

# The Personal Family Guide

*For advance planning of a funeral*



*It isn't a question of if, but a matter of when.*

*Advance planning ensures that someone you care about will never have to make all the decisions alone.*



  
**Butler-Stumpff**  
*funeral home & crematory*

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Authorized Licensed Provider of



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*Because of love, I leave the following detailed instructions.*

## ***Life Review***

What has given you the most enjoyment in life? \_\_\_\_\_

\_\_\_\_\_

Have you had a guiding personal philosophy about life or a spiritual point of view? \_\_\_\_\_

\_\_\_\_\_

Who are your closest friends? \_\_\_\_\_

Have you been a member of any groups or special activities that were important? If so, what? \_\_\_\_\_

\_\_\_\_\_

What type of music do you listen to at home or in the car? \_\_\_\_\_

Is there anything in life you were disappointed with? \_\_\_\_\_

\_\_\_\_\_

Have you ever seen anything done at a funeral that you found objectionable that we should know about?

\_\_\_\_\_

## ***Biographical Information***

Name \_\_\_\_\_ Born (Municipality) \_\_\_\_\_ State \_\_\_\_\_

Current Address \_\_\_\_\_ At Current Address Since \_\_\_\_\_

Birth Date \_\_\_\_\_ Social Security Number \_\_\_\_\_ Marital Status \_\_\_\_\_

Last grade of education completed \_\_\_\_\_ Name of Spouse (include Maiden name) \_\_\_\_\_

Last Place of Employment or Currently Employed by or Retired from \_\_\_\_\_

Occupation and Type of Business \_\_\_\_\_

Father's name \_\_\_\_\_ Mother's full maiden name \_\_\_\_\_

Are you a Veteran? \_\_\_\_\_ Branch of Service \_\_\_\_\_

## ***Your Family (children, grandchildren, brothers, sisters,...)***

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# Survivor's Checklist

*Over 80 Points to deal with \* Indicates details that can be arranged before an emergency*

## SECURE VITAL STATISTICS

- 1 \* Name, home address and telephone number
- 2 \* How long in State
- 3 Last Place of Employment
- 4 \* Name of business, address and telephone number
- 5 \* Occupation, Type of Business and Title
- 6 \* Social Security Number
- 7 \* War Veteran's Serial number
- 8 \* Date of Birth
- 9 \* Place of Birth (state, county & municipality)
- 10 \* Last grade of education completed
- 11 \* Father's name & birthplace
- 12 \* Mother's maiden name & birthplace

## EXPENSES TO CONSIDER

- 13 \* Merchandise such as casket, vault, cremation urn, etc.
- 14 \* Family Burial Estate, mausoleum crypts or niche
- 15 \* Funeral Director Expenses
- 16 \* Cemetery charges for opening and closing of grave, crypt or niche
- 17 Permanent memorialization
- 18 Clergy, Organist, Soloist
- 19 Florist
- 20 Clothing
- 21 Transportation
- 22 Long distance Telephone and/or wire service
- 23 Food for memorial reception and/or visitors
- 24 Doctors, Nurses and Hospital or Nursing Home
- 25 Ambulance
- 26 Medications
- 27 Other current bills due (mortgage, rent, taxes, etc.)

## LOCATE AND COLLECT DOCUMENTS

- 28 \* Last Will & Testament
- 29 \* Legal proof of age or birth certificate
- 30 \* Social Security card or number
- 31 \* Marriage license
- 32 \* Citizenship papers (if applicable)
- 33 \* Insurance policies (life, accident, health, property)
- 34 \* Bank books and listing of accounts
- 35 \* Deeds to property, automobile and other titles
- 36 \* Income tax returns, receipts or cancelled checks
- 37 \* Veteran's Honorable Discharge certificate
- 38 \* Disability claims
- 39 \* Cemetery proof of ownership

## DECIDE AND ARRANGE WITHIN A FEW HOURS

- 40 \* Burial estate location and which space to use
- 41 \* Casket
- 42 \* Burial Vault
- 43 \* Clothing for deceased
- 44 \* Marking of grave, either temporary or permanent
- 45 \* Type of tribute ceremony (traditional, contemporary, religious, non-religious, military, fraternal)
- 46 \* Special selections of scripture, poetry or readings
- 47 \* Clergy to officiate and/or Individual(s) to provide eulogy
- 48 \* Service provider to handle arrangements
- 49 \* Place where tribute ceremony should be conducted
- 50 Time of tribute ceremony
- 51 \* Decide charity for memorial contributions (if any)
- 52 Provide information for eulogy
- 53 \* Select pallbearers
- 54 \* Flowers
- 55 \* Music
- 56 Clothing for you and minor children
- 57 Preparation at home, including food for family and guests
- 58 Extra chairs if needed
- 59 Transportation including planning cortege list
- 60 Checking and signing necessary papers for burial permit
- 61 \* Providing vital statistics about deceased for newspapers
- 62 \* Providing addresses and phone numbers of family members
- 63 Answering innumerable sympathetic phone calls and messages
- 64 Meet with funeral director, cemetery representative and clergy
- 65 Greeting all friends and relatives who call
- 66 Arrange to meet out-of-state relatives arriving at airport
- 67 Provide or arrange lodging for out-of-town relatives
- 68 List floral tributes received at home to mail card of thanks
- 69 \* Arrange for special religious ceremony
- 70 \* Examine Will regarding special wishes
- 71 Order certified copies of death certificate
- 72 Look after minor children

## NOTIFY AS SOON AS POSSIBLE

- 73 Doctor or Coroner
- 74 Funeral Director and Clergy
- 75 All Relatives and Friends
- 76 Employer of deceased
- 77 Employer of relatives not going to work
- 78 Pallbearers
- 79 Religious, fraternal, civic, veterans organizations and unions
- 80 Newspaper regarding notices
- 81 Attorney, Accountant, Executor of Estate
- 82 Insurance agents and broker if applicable

*Why leave the burden of decisions to fall on someone close to you, perhaps alone, with other responsibilities on their mind and most likely on the worst day of their life?*



*Pre-planning is  
for the benefit  
of those you love.*

It is a matter of personal choice.  
But in the end, we are each remembered either for the  
things we have done or the things we have not done.

*How do you choose to be remembered?*

