

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,...)

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?

