

- Obtain the signature of the attending physician, coroner, or medical examiner on the required certificate; file the certificate with the registrar of vital statistics where the death occurred.
- Ensure compliance with government regulators.
- Transfer the deceased from the place of death to the funeral home (local or out of town)
- Obtain family history
- Make decisions regarding the remains of the deceased
- Determine the budget (if the funeral has not been pre-arranged)
- Determine the funeral or memorial service location(s), such as church, chapel, or graveside
- Plan for a viewing/visitation and determine whether an open or closed casket
- Choose the final resting place (cemetery, mausoleum, private land, etc.)
- Make necessary arrangements with clergy, church, and cemetery officials
- Obtain certified copies of the death certificate, as necessary
- Procure the burial permit and file it with the cemetery
- Select and purchase the casket, outer burial container, or urn
- Select a monument/marker
- Order and schedule the delivery of all products/merchandise
- Compose and submit newspaper and other media notices
- Choose clothing & jewelry
- Select poems, scripture, readings
- Select music: taped, live musicians, etc.
- Choose pallbearers
- Arrange for transportation of the deceased
- Secure flower/equipment trucks, as necessary
- Purchase acknowledgment cards, register books, memorial folders, etc.
- Purchase a door wreath & flowers
- Arrange for family transportation
- Complete social security papers and secure social security benefits
- Secure Veterans benefits (if applicable)
- Secure life insurance benefits (if applicable)
- Contact insurance agents
- Complete accounting, clerical, and filing work
- Answer telephone calls
- Notify other organizations that your loved one participated in
- Deliver flowers to local nursing homes, hospitals, etc, following the funeral