

FAMILY CHECK LIST

DECEASED: _____ DATE OF DEATH: _____ VETERAN YES / NO _____

CHAPEL: _____ FUNERAL DIRECTOR: _____ SET UP BY: DAY _____ TIME _____

FUNERAL HOME	DAY OF SERVICE	CEMETERY				
<ol style="list-style-type: none"> 1. Death certificate information _____ 2. Obituary information _____ 3. Provide clothing by _____ 4. Hairdresser _____ 5. Valuables: Please bring all valuables in at time of viewing. _____ 6. Sign necessary authorizations _____ 7. Tissue Donation (877) 733-3700 _____ 8. Minister/Church _____ 9. Address _____ 10. Phone _____ 11. Fax # _____ 12. Clergy Card Amount _____ 13. Family to contact _____ 14. Funeral Director to contact _____ 	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Place _____ Time _____</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Day _____ Date _____</div> <ol style="list-style-type: none"> 1. Escort _____ Time _____ 2. Time of Pick-up _____ 3. Place of Pick-up _____ 4. Time to meet at Church or Chapel _____ 5. Gather in Chapel or Private Room _____ 6. Family to meet with Minister for prayer _____ 7. Pallbearers: Staff/Family _____ 8. Gifts _____ 9. Reading 1. _____ 10. Reading 2. _____ 11. Songs _____ 12. Casket opened or closed F.H. _____ Church _____ 13. Family to remain in Chapel for closing _____ 14. Make announcement at Chapel, cemetery or both _____ 15. Family to exit Chapel first or last _____ 16. Who receives: Crucifix, Rosery, Flag, Pouch _____ 17. Will family stay for lowering of casket _____ 18. Family pouch given at church, chapel, cemetery/delivered _____ 19. Disposition of Flowers _____ 20. Family gathering after service Place _____ 21. Follow Up Scheduled _____ 	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Day _____ Time _____ Date _____</div> <ol style="list-style-type: none"> 1. Cemetery _____ 2. Minister _____ 3. Honor Guard _____ 4. Open & Close _____ 5. Burial Transit Permit _____ 6. Temporary Marker _____ 7. Ingrave Marker _____ 				
<h3 style="text-align: center;">VISITATION DAY</h3> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Times _____ # of Days _____</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Day _____ Date _____</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Place _____</div> <p>FAMILY TO ARRIVE ONE HOUR PRIOR TO GUEST STAFF TO ARRIVE ONE HOUR PRIOR TO FAMILY</p> <ol style="list-style-type: none"> 1. Set up Chapel or Parlor _____ 2. Music Family / F.H. _____ 3. Service Board _____ 4. Flowers _____ 5. Displays (Pictures, etc.) _____ 6. Memorials _____ 7. Service Time _____ 8. Flag draped or folded _____ 9. Review service with Family _____ 		<h3 style="text-align: center;">MERCHANDISE</h3> <p>Register Book _____</p> <p>Amt. _____ Prayer Cards # _____ Prayer # _____</p> <p>Amt. _____ Memorials: Prayer/Photo # _____</p> <p>Amt. _____ Thank You Cards # _____</p> <p>Casket _____</p> <p>Vault / Urn _____</p> <p>Flowers _____</p> <p>Florist _____</p> <p>Monument _____</p> <p>Family Pouch _____</p> <p>Flag Pouch _____</p> <p>Gloves _____ Amt. _____</p> <p>Crucifix _____ Amt. _____</p> <p>Rosary _____ Color _____</p> <p>Dove Release _____</p> <p>Video Tribute _____</p> <p>Balloon Release _____</p> <p>Urn Chariot _____</p> <p>Other _____</p> <p>Other _____</p>				
<h3 style="text-align: center;">NOTES</h3>		<h3 style="text-align: center;">HONORARIUMS</h3> <p>List of donations to be made to (not service charges): (Envelopes provided by funeral home) Amount</p> <p>_____ PRIEST - Wake - \$125-\$150 _____</p> <p>_____ Funeral Mass - \$125-\$175 _____</p> <p>_____ Graveside - \$125-\$175 _____</p> <p>_____ MINISTER - Church - \$100-\$200 _____</p> <p>_____ Graveside - \$35-\$100 _____</p> <p>_____ RABBI - \$450 - \$650 _____</p> <p>_____ ORGANIST - \$100 - \$150 _____</p> <p>_____ VOCALIST - \$100 - \$150 _____</p> <p>_____ SERVER (Catholic) - \$50-\$75 _____</p> <p>_____ READER - \$50-\$75 _____</p> <p>_____ DEPUTY ESCORT - \$100-\$150 _____</p> <p>_____ HONOR GUARD - \$150-\$200 _____</p> <p>_____ HAIR DRESSER - \$75 - \$100 _____</p> <p>_____ Other _____</p>				
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Contract Total \$ _____</td> <td style="width: 50%; padding: 5px;">Contract Number _____</td> </tr> <tr> <td></td> <td style="padding: 5px;">Form of Payment _____</td> </tr> </table>	Contract Total \$ _____	Contract Number _____		Form of Payment _____
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