

At-Need Arrangement Checklist

We're here to guide your family through every step of the arrangement process. Use this checklist to track what's been completed and what still needs attention. Please don't hesitate to call us at any time — we're available 24 hours a day.

Immediate steps (within 24 hours)

☐ Obtain a death pronouncement from a medical professional **URGENT**
Required before any arrangements can proceed

☐ Notify immediate family members and close friends **URGENT**

☐ Contact our funeral home to begin arrangements **URGENT**
We're available 24/7

☐ Secure the deceased's home, pets, and valuables if needed **URGENT**

☐ Locate any pre-arranged funeral plans or final wishes documents

Gather essential documents

☐ Government-issued photo ID of the deceased

☐ Social Security number or card

☐ Birth certificate

☐ Military discharge papers (DD-214) if veteran
May qualify for burial benefits

☐ Insurance policies and beneficiary information

☐ Will or estate documents

☐ Advance health care directive
May name the agent with authority over final arrangements

Service arrangements

☐ Choose service type: funeral, memorial, graveside, or celebration of life

☐ Select date, time, and location for the service

☐ Coordinate with clergy, officiant, or celebrant

☐ Choose readings, music, and order of service

☐ Select a casket, urn, or other vessel

☐ Provide a recent photo for the memorial program

☐ Write or review the obituary

☐ Arrange flowers and floral tributes

Burial or cremation

☐ Choose burial or cremation

☐ Select cemetery or final resting place

☐ Purchase or confirm ownership of burial plot or niche

☐ Choose grave marker, headstone, or memorial plaque

☐ Decide on disposition of cremated remains (burial, scattering, columbarium, home)

Notify individuals and organizations

☐ Employer(s) and HR department

☐ Social Security Administration

☐ Bank and financial institutions

☐ Life insurance companies

☐ Medicare, Medicaid, or Veterans Administration (if applicable)
☐ Post office (to forward or hold mail)
☐ Union (if applicable)

After the service
☐ Order additional certified copies of death certificate (if needed)
☐ Return any rental equipment or loaned items
☐ Follow up on life insurance and benefit claims

Questions? We're here to help. Contact us anytime.