



Arranging a funeral can be overwhelming so we have created this list to help make sure you have completed the main aspects of arranging a funeral.

Tick where applicable:

- Make contact with us informing us of your loved ones passing.
- Inform your loved ones GP of their passing.
- Register the death of your loved ones passing at the registry office in the borough that they died in (This could be different to the borough that they lived in).
- Inform us once you have registered the death and confirm we have received the correct certificate.
- As per your wishes, we will make arrangements for the funeral with the relevant church/crematorium/cemetery.
- Inform us of what type of service your loved one would have wanted so we can arrange an appropriate officiant/minister.
- Make an appointment to come and see us to discuss the details of the arrangements and sign the relevant forms.
- Let us know of any special musical requests for the funeral service, such as a soloist, piper or choir.
- If applicable, let us know of a chosen charity for us to provide a donation box on the day of the funeral.
- Bring any clothes and personal items you wish to stay with you loved one.
- If applicable, once you have confirmed with us a suitable date and time for the funeral, make arrangements for the wake.
- If applicable, get in touch with our printers to arrange Order of Service sheets.
- If applicable, get in touch with our florist to discuss floral tributes.
- Place death notices in local and/or national newspapers if necessary.
- Make arrangements for the final resting place of the remains following a cremation.