

CHECKLIST: Whom to Notify and Things to Do

When death comes, family members are often overwhelmed with grief and, at the same time, confronted with the huge task of notifying family and friends and making funeral arrangements. This list is meant as a starting point. You should add to this checklist to fit your individual circumstances.

NOTIFY:

- Doctor or coroner.
- Relatives and friends.
- Funeral home director.
- Cemetery.
- Newspapers (for obituary).
- Minister or other religious leader.
- Employers and employees.
- Unions or social organizations.
- Pallbearers.
- Insurance agents.
- Social Security Administration.
- Veterans Administration.

THINGS TO DO:

- Make arrangements with the cemetery, scattering garden, or columbarium.

- ___ Pick out a casket.
- ___ Pick out clothing for the deceased.
- ___ Arrange for flowers.
- ___ Arrange for music.
- ___ Make travel arrangements for family members without transportation.
- ___ Arrange lodging for out-of-town guests.
- ___ Collect vital facts about the deceased.
- ___ Get copies of death certificate.
- ___ Prepare an obituary.
- ___ Make a funeral car list.
- ___ Gather the deceased's legal documents, including a will and powers of attorney and contact the deceased's attorney.