

Checklist – Activities Prior to the Funeral

This checklist lists items found in Step 4 of the **Topic: *Planning a Traditional Funeral***. Print this checklist as a tool to document the completion of these activities.

- Arrange for a death notice or obituary to be placed in the local paper. The form [Personal Information](#) may be used to gather information.
- Choose a **florist** and decide on floral arrangements for the visitation, funeral service, or burial service. Determine where the flowers will go after the service.
- Create a list of people to contact that extend beyond “first calls”. Ensure they have the information needed in order to attend the funeral
- List others who should be contacted, but not necessarily before the funeral. This can include doctors, dentists, accountants, professionals and service organizations.
- Contact **clergy**, if desired, and if they have not already been called. Their involvement in the funeral may be desired.
- Arrange for short-term child or pet care.
- Choose an organization or charity to send donations. List this organization in the obituary, and send the name and the organization to the funeral home.
- Choose someone to answer the door and phone at the **estate** residence.
- Designate someone to coordinate food for the family on days prior to the funeral and immediately following the funeral.
- Safeguard the estate and valuables.
- Collect mail or have it held at the Post Office.
- If the residence is empty, discontinue newspaper delivery.
- Other _____