



Checklist - Planning a Funeral

- Cost** - Is there a pre-paid funeral plan, funeral insurance or savings set aside for the funeral? If not, who will pay for the funeral until the estate is settled?
- Choose and appoint a **Funeral Director**, if you wish to use one (get recommendations from family, friends, local vicar, or search for Funeral Directors on whiteballoon)
- Choose between **burial, cremation, or other** (did they leave an indication of their wishes?)
- Decide on the **type of service** (religious/ non-religious/ humanist/ other)
- Decide on the **location** for the service and committal (at a Place of Worship, Crematorium or elsewhere)
- Who will **conduct the service?** Your local Vicar, a Celebrant or someone else?
- Arrange the **date and time** of the service
- Decide whether you wish to have a **reception or wake** and where to hold it
- Choose **who will attend** (a small, private service or open?)
- Decide whether to have a **memorial service**
- Send notifications with **date and timings** to family and friends
- Post a **notice of death** and/ or an **obituary**, either in a newspapers or online
- Decide whether there will be a **viewing**
- Choose a **coffin, casket, shroud or urn** (as required)
- Decide on the **service content** - hymns, music, readings, poems and prayers, etc
- Choose who will write and deliver the **eulogy**
- Organise production of the **Order of Service**
- Choose **pallbearers** (they can either be professional or family and/ or friends)
- Organise **transportation** (for the deceased, pallbearers and family)
- Choose and order **flowers** (for the service, if required, casket and post-funeral gathering)



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If you wish to, **choose an outfit** for the deceased

Decide whether to **live stream** the service

Pick a photograph or **photographs** to be displayed at the funeral and/ or post-funeral gathering. Some people choose to have a short movie of photographs or video clips

Choose **personal touches**, if you wish (eg book of condolence, memory jar)

Prepare **signage**, if required, for parking and directions to the service

Plan the **post-funeral gathering**:

- Set a budget
- Choose a location/ venue
- Decide if/ what food will be served (sandwiches, cake, buffet?)
- Decide if/ what drinks will be served (tea, coffee, alcohol?)
- Tables and chairs (for food, drink and for people to sit down, if required)
- Cutlery, china, glasses
- Personal touches (photoboard, memory jar, guest book, etc)
- Signage for parking
- Music and musicians, if required
- Flowers (some people choose to bring the flowers from the coffin or casket and display them)
- Waiters and waitresses, if required
- Would you like a speech/speeches by a family member or close friend/s?

To help you plan a funeral, please go to [whiteballoon's free Planning Tools](#)

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