

FUNERAL ARRANGEMENTS

A funeral service is our final opportunity to say a fond farewell to a loved one. It is also an opportunity for family and friends to come together to show support for one another which is an important part of the grieving process.

The funeral service will be down to personal choice and often is something that is not discussed in any detail until a death has occurred leaving the remaining family and/or friends with little or no knowledge of what sort of funeral the deceased would have wished for or where to go for help.

It is a highly emotional time when someone passes away and one that in any normal circumstances would make people back away from making any important decisions. For this reason Bereavement Services staff, funeral directors, the Registrar of Births & Deaths are there to guide you through this process and if a solicitor is involved then they too will offer help.

A funeral service, when detailed in a will or as described below, is not legally binding and is purely seen as an expression of the wishes of the deceased. It is therefore important and sensible to identify someone who will be able to give instructions regarding your funeral wishes. It is also often both comforting and therapeutic for family and friends to know they are following your wishes.

This document is designed to enable you to price various options that may be available to you and establish what costs will arise. Some costs are unavoidable and are referred to as disbursements. These are fees that have to be paid to allow a funeral to go ahead and include medical fees for cremation, cemetery or crematorium fees and officiants fees. Other fees that will be incurred are specific to the actual funeral itself and cover the funeral arrangements made by your funeral director including preparation of the body, coffin, transport etc. It is often useful to obtain quotes from more than one funeral director as the difference in price can be substantial, however in reality this is often only the case when pre-arranging a funeral.

Keep this document with your Will or somewhere where the person who will be responsible for arranging your funeral knows where to find it. Do not rely solely on the Will as often this is not read until after the funeral has taken place.

This document is to provide guidance only and can be amended to suite your purpose:-

FUNERAL – PRE-ARRANGEMENT DETAILS

Please find below details pertaining to the funeral service of:-

Full name :

Address :

PRELIMINARY DETAILS

1. I have/have not written a Will (* delete as applicable)
2. Location of the Will (if there is one)
3. If there is a Will then please treat this document as expanding on the wishes expressed in that Will, with the Will taking legal precedence if relevant).
4. My next-of-kin is:-

Name :

Address :

Telephone No. :

5. The person arranging the funeral will be :-

Name :

Address :

Telephone No. :

(It should be noted that if you have a Will, and this person is not an executor, then any executor must agree to the arrangements in this document).

6. After your death, the person registering your death would find it helpful to have access to the following documents:-

NHS Card and/or NHS Number

Details of birth or your birth certificate

Details of divorce (i.e. date, previous name)

Details of any state pensions and allowances (including war pensions)

It would be helpful if you could state where they can be located and who is aware of their location.

7. Do you wish to donate your body to medical science

YES/NO (*delete as applicable)

(Please note that if this is your wish it must be arranged in advance. This form will not be necessary and you will need to discuss the funeral with whoever is using the body.)

FUNERAL DETAILS

8. If possible, is it your wish to die at home?
9. If so, do you want to have your body retained at home until the funeral?
10. If you should die in a hospital/nursing home, do you want your body to be returned to your home prior to the funeral?

11. In most situations nursing staff will lay out the body. Where it is possible would you prefer someone else to do this or perhaps to assist?

If yes, then please provide the following details:-

Name :

Address :

Telephone No. :

12. Do you wish for your body to be embalmed?

(Please note that if you choose woodland burial then embalming may not be accepted. Embalming is often referred to as 'cosmetic' or 'hygienic' treatment in the funeral profession).

13. What type of coffin do you require? Standard coffins are made of veneered chipboard, although traditional solid wooden coffins are still available, together with cardboard, wicker, bamboo, etc. Woollen shrouds are available for burial purposes but this is dependent upon individual sites regulations.

Coffin type preferred:

(If you require an unusual, or artist painted coffin then details of the supplier and design must be arranged or you could make your own (please note that there are guidelines that must be adhered to for coffin construction relating to Cremation and your local crematorium will be happy to advise you.)

14. On the funeral, do you want your body transporting in:-

A hearse

An estate car

Horse drawn hearse

Motorbike hearse

Other mode of transport – please specify

15. Do you want a following limousine for the immediate family YES/NO

(It is quite normal for families to opt to transport themselves to the funeral service, especially if they travel from different areas).

16. Bearers – would you prefer family bearers (minimum of 4 needed) or bearers provided by a funeral director?

(Please note that if family bearers the funeral director will usually offer to have a practice with family beforehand as carrying a coffin is not the easiest thing).

17. Flowers – do you want to leave flower choice to family and friends YES / NO

Or

Do you want no flowers YES/NO

Or

Do you want donations in lieu of flowers YES/NO

In the event that you opt for donations then please specify what organisation you would like the donations going to:-

Name of organisation :

18. Obituaries – In the event that you may wish for your death to be announced or funeral to be announced then please specify which publications these notices are to be placed in:-

Name of publication :

19. Do you have any special requests, i.e. letter or photo to be placed in coffin, special route for the funeral procession to take, jewellery to be left on your body, etc YES/NO

If 'yes' then please specify them here :-

THE FUNERAL SERVICE

20. Do you require a funeral service? YES/NO

21. Do you wish for a service to take place in a church or chapel prior to burial/cremation? YES/NO

(there may be additional church fees, organist fees etc to pay. If you have a church/chapel service prior to burial/cremation then the actual committal service at the graveside or crematorium usually only takes about 5 minutes)

22. What religion/spiritual belief/philosophy will the service be based upon?

23. Do you have a minister, humanist officiant or person in mind to take the service? (this can be a friend or relative if desired):

24. If you wish to guide those arranging the service then please enter the following details:-

Is the service open to all ?

Is any specific voluntary music (entering and leaving) required for the service?

Are there any hymns to be sung/listened to during the service?

Is there any other music to be listened to during the service?

Any text or poems?

Any other details?

25. Do you want someone to give a eulogy about your life? If so the text should be enclosed or the name of the person who will devise/give the address entered here:-

Text enclosed : YES/NO

26. Is there any particular person(s) you wish to be invited to the service, who might otherwise be omitted:-

27. Are there any rituals or features you want including in the service? (e.g. items placed on the coffin, photograph displayed, flower petals/oak leaves, dove release, flag etc)

CREMATION (if this is your chosen option for disposal)

28. After cremation what would you like to happen to your cremated remains?

(placing at the crematorium, placing with another loved one, keeping at home, scattering at a favourite place, interring, making into a piece of jewellery etc)

29. If an urn or casket is required do you require a specific type?

BURIAL (if this is your chosen option for disposal)

30. Your preferred place of burial is:-

31. In the event that you have an existing grave then the following details are helpful:-

Cemetery

Grave No.

Location of Deeds

Date of last interment and name

Grave type

32. Do you have a specific memorial in mind YES/NO

If 'yes' are you sure this is permitted on the above grave?

Name of any stonemason you have identified to supply and fix the memorial:-

MEMORIAL SERVICE

33. If you require a memorial service, or some form of gathering, possibly where the cremated remains are going to be placed or a tree planted, do you have any directions to leave?

COMMEMORATION

34. If you require any form of commemoration after your death, please state in what form :-

(this may include a memorial on a grave, in the Book of Remembrance, a donation or endowment to a parish or church or other such cause. If this information is given in a Will or is confidential then there is no need to disclose it here, but is something you may wish to think about.)

LAST WISHES

35. Is there any last wish, or words unsaid you wish to say now? This can be done by means of leaving a letter, video link etc. If so, please state the location and to whom it is addressed:-

Location :

Addressed to :

DECLARATION

The above details are given by myself as an indication to those I leave behind as to what I would like to happen following my death. I realise that this is not legally binding.

Signed by : _____

Full name : _____

Date : _____

DOCUMENTS REQUIRED BY EXECUTOR OR FAMILY TO COMPLETE YOUR ESTATE:-

Marriage certificate
Bank account details
Credit cards
Hire purchase agreements
Mortgage and home insurance details
Rent books
Gas, electricity, water and telephone account details
Life assurance
Car details
Share certificate details
Premium bonds
Pension details
Details of doctor, solicitor, accountant, stockbroker, employer
Full home address
Last occupation
Full name and occupation of spouse
Maiden name if married woman
Divorce details
Contact details for all immediate family members