



# Final Arrangements

A pre-planning guide

# Instructions

Date \_\_\_\_\_

Dear Loved One,

Realizing that death is inevitable and being aware of the fact that the modern approach to this problem is to make preparations for meeting this eventuality in advance of need, I have set forth, in this pre-arrangement booklet, my desires and other information that will assist you in arranging my memorial service.

In this booklet, I have set forth information required by the Funeral Director. I have included information concerning other documents and important papers of which I want you to be aware.

When the need arises, present this folder to any Funeral Director for assistance in completing the final arrangements.

I sincerely hope these arrangements will be agreeable to you and will spare you needless concern in knowing that my memorial service was as I wished it.



# Family history of

First name	middle	last
Street address	city	state zip
Birthplace: city	state	birthdate: month/day/year
Resided in county	state	
Lived here since		
Marital status	spouse name (include maiden name)	
Marriage: date	place	
Father's name and birthplace		
Mother's maiden name and birthplace		
Child's name	birthplace	
Child's name	birthplace	
Child's name	birthplace	
Child's name	birthplace	
Occupation	employing company	
Type of business/industry	since (year)	
Social security number		
Veteran/branch of service	serial no.	
Name of war or dates served		
organization	rank	
enlisted at	date	
discharged at	date	
location of discharge certificate		

# Persons to notify

Immediate family member to contact/relationship			
Address	city	state	zip
Telephone (including area code)		email	

Immediate family member to contact/relationship			
Address	city	state	zip
Telephone (including area code)		email	

## Friends who will assist the family:

Name	telephone	email
Name	telephone	email
Name	telephone	email

## Preference for immediate contact:

Funeral arrangements counselor	telephone	email	
Address	city	state	zip
Attorney	telephone	email	
Address	city	state	zip
Accountant	telephone	email	
Address	city	state	zip
Family doctor	telephone	email	
Address	city	state	zip

# Documents

You will find my Last Will and Testament at:

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You will find my birth certificate in: \_\_\_\_\_

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My attorney is: \_\_\_\_\_

Location of safety deposit boxes and bankbooks for: \_\_\_\_\_

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company

policy number

Life insurance: \_\_\_\_\_

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Hospital and medical insurance: \_\_\_\_\_

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Automobile insurance: \_\_\_\_\_

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Disability insurance: \_\_\_\_\_

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Others (unions or lodges): \_\_\_\_\_

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I have bank deposits at the following banks: \_\_\_\_\_

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I have appointed: \_\_\_\_\_

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to be executor(trix) of my estate.

# Personal memorial instructions

Place of service/memorial chapel \_\_\_\_\_ telephone \_\_\_\_\_

Religious denomination \_\_\_\_\_ place of worship \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_

**Please contact:**    ☐ Minister    ☐ Priest    ☐ Rabbi

Name \_\_\_\_\_ telephone \_\_\_\_\_ email \_\_\_\_\_

Address \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

Participating organizations (military or fraternal) \_\_\_\_\_

**Type of service:**    ☐ open    ☐ closed

Casket: metal/wood/fiberglass \_\_\_\_\_ interior color \_\_\_\_\_ exterior color \_\_\_\_\_

Flag:    ☐ yes    ☐ no    fold/place at head of casket/drape casket \_\_\_\_\_

## Music:

Organist:    ☐ yes    ☐ no

Selections: \_\_\_\_\_

Soloist:    ☐ yes    ☐ no

Selections: \_\_\_\_\_

Favorite passage from the Bible or other literature:

\_\_\_\_\_

## Clothing:

Use from current wardrobe:    ☐ yes    ☐ no

Jewelry: \_\_\_\_\_

Stays on or return jewelry to: \_\_\_\_\_

Wedding ring: \_\_\_\_\_

Stays on or return ring to: \_\_\_\_\_

# Personal memorial instructions

## Cemetery decisions:

Location of ownership certificate/deed for cemetery property

Name of cemetery

Address city state zip

## Exchange privileges:

☐ yes ☐ no

Prefer: ☐ mausoleum entombment ☐ lawn ☐ crypts

Spaces

Actual description of cemetery property to be used

Crypt or space tier or lot mausoleum or lawn

Vault flower container

Memorial bronze / granite / other

Inscription emblem

Flowers color and type preferred

Donations (instead of flowers) to: \_\_\_\_\_

## Special instructions:

These are my instructions and memorial wishes.

Signed \_\_\_\_\_ date \_\_\_\_\_

Witness \_\_\_\_\_ date \_\_\_\_\_

# Funeral director and professional services

It is my desire that my policy be used to provide the following funeral service and merchandise:

Funeral director designation: \_\_\_\_\_

Type of casket: \_\_\_\_\_

Outside vault or container: \_\_\_\_\_

Type of clothing: \_\_\_\_\_

## Additional professional services:

### Professional services

First call from place of death

Embalming and proper care  
of body

Dressing

Cosmetology and hairdressing

Restorative artwork when necessary

Use of mortuary & facilities

Funeral coach

Limousine for family use

Car for pallbearers

Reposing room

Handling of floral offerings

### General assistance

Preparation of necessary papers

Obtaining burial permit

Notifying newspapers

Furnishing acknowledgement cards

Preparing social security forms

Preparing insurance forms

Preparing veterans forms

Arranging for grave space

Arranging for opening and  
closing grave



# Obituary

Newspapers need information for news articles. I have filled in the information below.

Name \_\_\_\_\_

Born at \_\_\_\_\_

Date \_\_\_\_\_

Education \_\_\_\_\_

Married \_\_\_\_\_ date \_\_\_\_\_

Place \_\_\_\_\_

Religious denomination \_\_\_\_\_

Clubs or lodges \_\_\_\_\_

\_\_\_\_\_

Military record \_\_\_\_\_

Information about employment \_\_\_\_\_

\_\_\_\_\_

Other information \_\_\_\_\_

\_\_\_\_\_

Surviving relatives (list names and relationships)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## These are my thoughts

Here are some of my favorite scriptures, prayers, poems and thoughts, which I would like to have read at my service:

[illegible]

# A checklist of things to do for family and friends

## 1. Notify:

- ☐ The doctor or coroner
- ☐ The funeral director
- ☐ The cemetery or memorial park
- ☐ The clergy and place of worship
- ☐ All relatives
- ☐ All friends
- ☐ Organist and soloist
- ☐ Pallbearers
- ☐ Insurance agents
- ☐ Unions and fraternal organizations
- ☐ Newspapers

## 2. Select:

(see Personal Memorial Instructions on pages 6-7)

- ☐ Memorial estate and plot, if not already done
- ☐ Casket
- ☐ Vault or outer case
- ☐ Clothing
- ☐ Blanket or robe
- ☐ Flowers
- ☐ Music
- ☐ Food
- ☐ Furniture
- ☐ Time and place
- ☐ Transportation
- ☐ Thank you cards

## 3. Additional obligations include:

- ☐ Providing vital statistics about deceased to the newspaper and person planning the service
- ☐ Preparing and signing necessary papers
- ☐ Providing addresses for all interested people who must be notified
- ☐ Answering phone calls, messages and letters
- ☐ Greeting friends and relatives who call
- ☐ Providing lodging for out-of-town guests
- ☐ Cleaning the home
- ☐ Planning funeral car list

## 4. Arrange payment for:

- ☐ Doctor
- ☐ Nurse
- ☐ Hospital
- ☐ Medicine
- ☐ Funeral
- ☐ Cemetery plot
- ☐ Interment service
- ☐ Clergy
- ☐ Organist
- ☐ Florist
- ☐ Clothing
- ☐ Transportation
- ☐ Telephone
- ☐ Food
- ☐ Memorials

# Your funeral director

## How the Funeral Director can help:

The Funeral Director should be consulted immediately at time of death. This professional is licensed by the state. In order to obtain that state license, the Funeral Director has to meet the educational requirements of the State Board, resulting in the professional training and experience that will be needed in order to carry out the service outlined in this guide.

Consult the Funeral Director as to the time and place of service. Funeral Directors can assist in having the grave opened, obtaining singers, and contacting places of worship and clergy. They will arrange for newspaper notices to be published and can help in procuring certified copies of the death certificate. They also are qualified to advise about Veterans Burial Allowance and Social Security Death Benefits.

If shipment is to be made to another locality for burial, they will arrange for shipment by funeral coach, rail or air and can advise as to the most economical and best means of shipment.

They will be able to aid in the selection of a casket and can help in providing clothing if needed.

All legal work in filing of the death certificate with the Vital Statistics Bureau and in obtaining a Burial Permit will be taken care of by the Funeral Director.

This guide is furnished by:

**Agent's name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## **American Continental Insurance Company**

An Aetna Company

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