



CHERISH  
FUNERALS

My Funeral Planner



# Funeral Planning Checklist

Planning a funeral can be an overwhelming process, often made difficult because those left behind are grieving, under emotional distress and do not know where to start.

Fortunately, much of the funeral arranging can be planned ahead of time. This funeral planning checklist is simple and easy to use. Fill it out in your own time and let your family know your funeral wishes.

## Filling in this document

This document is an interactive PDF. You simply type in the information asked and then save the document before closing. It will update and save all information entered. When working out what type of service you would like please refer to our website for venue options, types of services, floral, coffin/casket choices.

[www.cherishfunerals.com.au](http://www.cherishfunerals.com.au)

## PRE-PLAN

**Page 3 - Personal Information** - These are the questions our funeral arranger will ask your family at the time of arrangement. This information is required by the Registry of Births, Deaths & Marriages to organise the registration of death and either the burial or cremation.

**Pages 4-5 - What Type of Service do you want** - This is where you enter in what type of service you would like and what items you would like as part of your service.

**Pages 6-9 - About Me - My Story** - This is where you can share your journey, traditionally known as the Eulogy. What would you like to be remembered for? This is the story of your life penned down for future generations and is part of your legacy.

**Pages 10-12 - After the Funeral - Who needs to be notified** - A comprehensive list of people and organisations that will need to be notified when a person passes away.

**Page 13 - Family & Friends that need to be notified** - A list of contact details of your family and friends that need to be notified of the funeral service details.

**Page 14 - Location of Important Documents & Other Items**

**Pages 15 - Poems, Verses & Readings** - Place any poems and readings you would like here.

**Page 16 - Music and Pictorial Tribute** - Place to list the music you would like played at the service.

**Page 17 - Newspaper Notice & or Online Memorial Page** - Place to write what you would like in the notice for the paper and/or online memorial page.

**Page 18 - Tips on Writing a Eulogy**

**Page 19 - Helpful Tips and Information**



# Personal Information

First Name(s) \_\_\_\_\_  
 Surname \_\_\_\_\_

Male  Female

Date of Birth \_\_\_/\_\_\_/\_\_\_ Place of Birth \_\_\_\_\_  
 If born overseas year of arrival in Australia \_\_\_\_\_

Usual Residence \_\_\_\_\_  
 Contact numbers \_\_\_\_\_ Email \_\_\_\_\_  
 Occupation during working life \_\_\_\_\_

Retired: Yes  No  Veteran: Yes  No

Aboriginal or Torres Strait Islander: Yes  No

Father's full name \_\_\_\_\_  
 Occupation \_\_\_\_\_  
 Mother's name & maiden name \_\_\_\_\_  
 Occupation \_\_\_\_\_

Marital status: Never Married  Married  Divorced  Widow/Widower

De Facto  Unknown

First Marriage

Town/Country \_\_\_\_\_ Age: \_\_\_\_  
 To Whom: \_\_\_\_\_

Second Marriage

Town/Country \_\_\_\_\_ Age: \_\_\_\_  
 To Whom: \_\_\_\_\_

First Names of Children and Date of Birth

NAME	DOB	NAME	DOB

Details of Next of Kin or Contact Person in Charge of Funeral Arrangements

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Relationship \_\_\_\_\_

Contact Numbers \_\_\_\_\_



# Type Of Service

I wish to be

Buried <input type="checkbox"/> Cemetery _____ _____ _____ New Grave <input type="checkbox"/> Re-open Grave <input type="checkbox"/> Grave Details of Re-open _____ _____	Cremated <input type="checkbox"/> Crematorium _____ _____ _____ Service <input type="checkbox"/> Service At _____ _____ _____ No Service <input type="checkbox"/> Memorial Service <input type="checkbox"/> Service At _____ _____	Repatriated <input type="checkbox"/> Country of Repatriation _____ _____ _____ Service At _____ _____ _____ _____ _____
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Celebrant/Clergy \_\_\_\_\_

My Coffin/Casket Choice \_\_\_\_\_

Pallbearers to carry the coffin/casket Yes  No

Names of Pallbearers if required.

1.	2.	3.
3.	4.	6.

My Choice of Flowers \_\_\_\_\_

My Choice of Poems/Readings - refer to page 15

My Choice of Music - refer to page 16

Viewing Prior to Service Yes  No  Open Coffin During Service Yes  No

Dressing Instructions  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## My Funeral Service Preferences

Memorial Book      Yes     No       Bookmarks      Yes     No

Order of Service Sheets    Yes     No       Thank You cards      Yes     No

Dove Release      Yes     No       Photo on Coffin/Casket    Yes     No

Butterfly Release      Yes     No       Record Service      Yes     No

Pictorial Tribute      Yes     No       Live-stream Service      Yes     No

In Lieu of Flowers Donations to \_\_\_\_\_

Newspaper Notice      Yes     No

Name of Paper/s \_\_\_\_\_

Memorial Page on our Website      Yes     No

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## My Memorial Preferences

### For Burial

I prefer      Lawn       Monumental       Vault       Crypt/Mausoleum

Details e.g. pre-paid, re-open, plot number

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### For Cremation

I prefer

Ashes Scattered            Interred in an Urn     

Interred in Memorial Site            To be advised at later date     

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Do you want a wake or gathering after the service    Yes     No

Details of Wake Venue

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Other Relevant Information

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# About Me - My Story

- Birth details: date and place of birth, parents and siblings.
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
- Growing up years: schooling, favourite past times as a child, sports played.
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
- Hobbies, favourite pets, memorable childhood moments or stories.



- Employment: occupations, accomplishments, awards.

- Marriage years: when and where marriage took place and how we met.

- Memorable family moments.



- Details of children, their spouses and grandchildren etc.

- I would like to be remembered for...

- Values, favourite sayings and character qualities.





- Life lessons to be passed on.

- My beliefs.

- Other information.

# After the Funeral

## Who needs to be notified?

Person and/or Organisation	Contact Number	Address	Other Details
Ambulance or Transport Service			
Australian Taxation Office	132 865		
Bank			
Bank			
Centrelink	132 300		
Chemist			
Church or religious organisation			
Clubs and Associations			
Credit Card Provider			
Dept. Veterans Affairs	133 254		
Doctor, Specialist, Hospital			
Doctor, Specialist, Hospital			
Electoral Office	132 326		
Electricity Provider			
Employer			
Executor of Will			
Foreign Pension Provider			
Funeral Bond			
Funeral Insurance			
Gas Provider			



# After the Funeral

## Who needs to be notified?

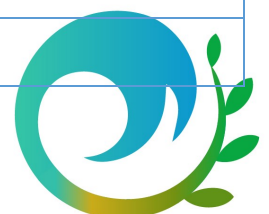
Person and/or Organisation	Contact Number	Address	Other Details
Health Fund			
Health Professional E.g. Dr, Dentist, Physio			
Health Professional			
Health Professional			
Hearing Centre			
Home appliance rental			
Home delivery service			
Home medical aids rental			
Home nursing service			
Home help			
Hospital			
Insurance			
Insurance			
Insurance			
Landlords, tenants			
Local Council for rates, disability permit, pet			
Meals on Wheels			
Medicare	132 011		
Optometrist			
Post office for mail delivery and post box			



# After the Funeral

## Who needs to be notified?

Person and/or Organisation	Contact Number	Address	Other Details
Professionals Solicitor			
Professionals Accountant			
Public Services e.g. Library			
Schools/TAFE/Uni			
Social Worker			
Superannuation Fund			
Telecommunications Companies			
Union			
Vehicle Registrations and Licences			







# Poems, Verses and Readings

*Post your readings below*



# Music I would like played at the funeral

No.	Name of Song	Name of Artist	Where song is to be played
1			
2			
3			
4			
5			
6			

Think about where you would like the music to be played

For example:

- |    |                   |                  |                        |
|----|-------------------|------------------|------------------------|
| 1. | Instrumental song | by artist        | gathering song         |
| 2. | Amazing Grace     | by Andre Rieu    | opening song           |
| 3. | In my arms        | by Joan Smith    | pictorial tribute song |
| 4. | Song of Love      | by Joan Smith    | pictorial tribute song |
| 5. | We'll Meet Again  | by Vera Lynn     | closing song           |
| 6. | My Way            | by Frank Sinatra | people leave chapel    |

## Putting together a Pictorial Tribute

We recommend approximately 40-50 photos to put together to one piece of music.

- Cherish Funerals can do this for you.
- You may have someone in your family who would like to do this.





# Newspaper notice & or Online Memorial Page

**Tips on putting together a notice or online memorial page - these are just ideas. You do not need to include all information.**

- Person's Full Name
- Date of Passing
- Age
- Late of (suburb they lived in and if this is applicable) formerly of (area they lived in). Never put a full address in a public notice
- Family information - examples:
  - wife/husband of
  - mother/father of
  - son/daughter of
  - uncle/aunt of
  - grandparent of (e.g. Nana, Pop, Gran, Pa)
  - sister/brother of

Words you can use in front of the name include:

⇒ Loving/Cherished/Treasured/Beloved/Adored/Much Loved

- Service details examples:
  - ⇒ All are invited/Relatives and Friends are invited to...
  - ⇒ Celebrate the life of/remember/the funeral service of/farewell service/memorial
  - ⇒ Person's details (you can use here the name they were most commonly known by to make it more personal)
  - ⇒ To be held at (venue name and address)...
  - ⇒ On (day, date and time)...
- Other options
  - ⇒ In lieu of flowers donations to...
  - ⇒ Please wear something blue/red (e.g. favourite colour, handmade item)
- Closing words e.g. "Always In Our Hearts".  
"Till We Meet Again".  
"Forever Remembered"



# Tips on putting together a eulogy

- Birth details: date and place of birth, parents and siblings.
- Growing up years. Especially their schooling or their favourite past times as a child or maybe sports played, hobbies, favourite pets, memorable childhood moments or stories.
- Employment: occupations, accomplishments, awards, values.
- Marriage years: when and where marriage took place, remembrances on how the couple met.
- Memorable family moments.
- Details of children, their spouses and grandchildren etc.
- They would like to be remembered for.....
- Values, favourite sayings and character qualities.
- Life lessons to be passed on.
- Favourite past times and hobbies or other accomplishments.

## **Other Ideas?**

- What made this person unique? What were they passionate about?
- Remember to tell a few stories.
- What difference did they make to the lives around them?
- If they enjoyed a joke or a laugh remember to add a little humour. Let their life story be a reflection of their character.

## **Don't be too hard on yourself.**

- Remember the golden rule of public speaking or writing. Most importantly, keep it simple. Write and speak as you would to a 12 year old child.
- Do not stress about being grammatically correct. There is no need to worry about your grammar, unless, being grammatically correct was part of the deceased's character. Also, simply use spell check.

## **Some examples to use in the eulogy template**

- I have the honour of conducting Robert's life story – his journey.
- Robert fondly known to you as Rob, Robster, Bobbie was born on 5th May 1922 in the town of Smithtown, the third eldest child of Bert and Hilda Myer.
- Rob's brother remembers as a youngster ...
- Rob's first job was...
- Rob met and fell in love with... The two were married on...
- Rob and Jane were blessed with three adored children...
- Because family holidays were spent...
- Yet, our Rob loved nothing more than to...
- How would one describe Rob? i.e. determined, resilient, hardworking, stubborn, passionate, loving.
- I remember the time when Rob...
- And so, Rob's wife Jane remembers the time her husband...
- Rob's son Phil remembers his father sitting on the back deck and...
- When the grandchildren came along Rob was...
- Most importantly, Rob will be deeply missed by...
- He is now reunited with...
- And so, Rob.. We love you, we miss you, Rest In Peace.



# Helpful Tips and Information

**Our Cherish Funerals website has quite a list of helpful information.**

- Service Costs <https://www.cherishfunerals.com.au/services/>
- Coffins & Caskets <https://www.cherishfunerals.com.au/shop/>
- Urns & Keepsakes <https://www.cherishfunerals.com.au/shop/>
- Pre Planning Information <https://www.cherishfunerals.com.au/pre-planning/>

## **Other Helpful Sites**

- Funeral Poems <https://www.loveliveson.com/funeral-poems/>
- Funeral Songs <https://www.musicgrotto.com/best-funeral-songs/>
- What to do when Someone dies <https://www.health.qld.gov.au/news-events/news/what-to-do-when-someone-dies-palliative-care-funeral-advance-care-plan>
- Lifeline 13 11 14
- Griefline 1300 845 745
- Grieflink [grieflink.org.au](http://grieflink.org.au)
- Australian Funeral Directors Association 1300 888 188





# CHERISH FUNERALS

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