



A thoughtful plan, *one decision at a time.*

Use this fillable checklist on your computer or device, save your progress, or print a copy.
It is a guide for your family - not a list of decisions you must make.

YOUR LOVED ONE'S NAME

MAIN FAMILY CONTACT

PREFERRED CONTACT DETAILS

ARRANGEMENT MEETING DATE

Before the arrangement meeting

Choose the main family contact

Gather any written funeral wishes or funeral plan

Find clothing or personal items for your loved one

Note any faith, cultural or family traditions

Prepare a list of people involved in decisions

Write down questions you would like to ask

The funeral and committal

Decide between burial and cremation

Choose a preferred cemetery, crematorium or burial ground

Consider possible dates and times

Choose where the ceremony will take place

Select a coffin or casket

Discuss visiting your loved one before the funeral



The ceremony

Choose a minister, celebrant or ceremony leader

Select music, hymns or prayers

Choose readings, poems and speakers

Prepare a eulogy or life tribute

Choose photographs or a tribute video

Decide on religious, cultural or personal rituals

Personal and practical details

Choose flowers, donations or both

Decide whether an order of service is needed

Plan the hearse, family cars and procession route

Choose family or professional pallbearers

Prepare the attendance or invitation list

Consider a gathering after the funeral

Names and roles

MINISTER, CELEBRANT OR CEREMONY LEADER

FAMILY SPEAKERS OR READERS

PALLBEARERS

OTHER IMPORTANT CONTACTS



Costs and final checks

Review the written estimate and third-party fees

Confirm who will approve any changes

Check names, dates and wording on printed materials

Confirm the final timings and locations

Share the plan with close family and participants

Keep Everlay's contact details somewhere accessible

Notes and questions

Final details

CONFIRMED FUNERAL DATE AND TIME

CEREMONY VENUE

CEMETERY OR CREMATORIUM

EVERLAY CONTACT

You do not need to decide everything at once.

Everlay will explain each choice and help your family move forward at a manageable pace.