

End of Life Service Worksheet

Funeral Home

Funeral home name and contact information:

Details for Services

Location of celebration of life service and contact information :

Obituary

Write obituary	Picture for obituary	Choose charity in lieu of flowers for obituary:
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Notification

Who should be notified directly and who will notify them:	
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Celebration of Life Service

Officiant and contact information	
Speakers for eulogy's and contact information	
Reading passages, who will read them, and contact information	
Name and contact information for special music and/or singer	
Choose songs or hymns and type of music if any (recorded music, piano or other instruments)	
Choose picture for enlarging and have enlarged with easel	
Prepare any other visuals such as slideshows, videos or memory boards, pictures, memorabilia	
Prepare an Order of Service program outlining the sequence of events for the celebration of life (the venue should help with this)	

Other events such as:

Private Pre-Celebration of Life Gathering

Chose private pre-Celebration of Life location and list contact information for venue.		
Create list of attendees and contact information.	Who will organize and provide food and drink. List contact information.	

Private Burial Service

Choose location of burial service and list contact information for venue.		
Create list of attendees and contact information .		

Private Post-Celebration of Life Gathering

Chose private post-Celebration of Life location and list contact information for venue.		
Create list of attendees and contact information.	Who will organize and provide food and drink. List contact information.	

Public Visitation/Viewing

Choose menu visitation reception and who will organize and provide. List contact information.		
Estimate number of visitation attendees:	Visitation reception flowers:	

Public Celebration of Life Reception

Choose menu Celebration of Life reception and who will organize and provide. List contact information.		
Estimate number of Celebration of Life attendees:	Celebration of Life reception flowers:	

Out of Town Guests

Choose recommended hotel or accommodations for out-of-town guests.		Arrange transportation for out-of-town guests
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The Service

1. Set the date and time

- Coordinate with family and friends: Ensure key people can attend.
- Check availability of the venue, officiant, musician, cemetery (for the burial), and funeral home. The funeral home should help with most, if not all, of this.

2. Notify those who may be interested in attending

- Finalize the obituary. The funeral home will help you publish an obituary in local newspapers and online.
- Inform people of the service plans through phone calls, social media, and email.

3. Arrange for transportation of family members to and from the services and any gatherings, if needed.

4. Finalize pre and post-service gatherings, if any, including location and catering

5. Book or suggest accommodations for out-of-town guests, if necessary

6. Personal touches

- Memorial Table: Display personal items, photos, and mementos.
- Memory Book: Provide a guest book for attendees to sign and leave messages. The funeral home will have a book in several places for guests to sign. A memory book is an opportunity for them to leave messages.
- Keepsakes: Consider offering small keepsakes or memory cards to guests.

7. Obtain thank you notes/acknowledgments: The funeral home will likely do this for you. You may decide on the type, style, and wording

8. Additional tips

- Do not hesitate to ask family and friends for assistance
 - Make decisions at a pace that feels comfortable for you
 - Remember to take care of yourself during this challenging time
 - Remember your pre-made plans and do not second-guess the decisions you made earlier
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Leverage Others

Remember, it is okay to ask for help. Friends, family members, and professionals (like funeral directors and lawyers) can provide valuable assistance during this challenging time.

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The Caregiver's Journey®

Finally! Practical Tips and Candid Conversations
for Alzheimer's and Dementia Family Caregivers

