

# BEREAVEMENT SERVICES

## FUNERAL PRE-ARRANGEMENT DETAILS

### Introduction

The funeral is our final opportunity to say goodbye to a loved one, an occasion for family and friends to come together to support one another and an important element of the grieving process. The funeral is also important as a reflection of the person who has died, and it may be important that the funeral is meaningful to them. Bereavement Services is aware that this can only be achieved through the completion of a pre-need funeral arrangement document describing the funeral arrangements you will receive.

Funeral wishes, whether in a Will or as described below, are not legally binding, after death. It is, therefore, sensible to identify who will give instructions for your funeral, so you feel confident that your wishes will be followed. It is also helpful, and often therapeutic, if your family and friends can follow your wishes after death.

This document will enable you to price the various options, to see what costs may arise. The costs will arise in two areas. The first is “disbursements” – the sums you will pay to doctors (for cremation), the cemetery or crematorium and the minister. The second is for the “funeral” arrangements by the funeral director. These include the cost of collecting and handling the body, the coffin, hearse and cars, and all arrangements. If you are using a funeral director, obtain some quotes as soon as you have decided what you require. In general, the more you use the funeral director, the more expensive it will become.

Keep this document with your Will, or somewhere known to the person arranging your funeral. This point is important! We have already experienced an incorrect burial which arose because the Will, which contained funeral directions, was not read until **after** the funeral. As the family owned a number of graves, they realised they had chosen the wrong one.

The following form is for guidance purposes only, you can amend this form however you wish, and add pages if you need to. Delete any sections that do not apply. The form can be photocopied.

# FUNERAL PRE-ARRANGEMENT DETAILS

**Details for the funeral of:- Full Name:**

.....

**Address:**

.....

## PRELIMINARY DETAILS

(1) I have / have not written a Will – location of Will

.....  
(If there is a Will, please treat this document as expanding on the wishes expressed in that Will, with the Will taking legal precedent if relevant).

(2) My next of kin is (name / address / tel. no):

.....  
.....  
.....

(3) The person arranging the funeral will be:

.....  
(If you have a Will, and this person is not the executor, then any executor must agree to the arrangements in this document).

(4) After your death, the person registering your death would find it helpful to have your NHS Card and / or NHS Number, details of birth or birth certificate, and details of any state pensions and allowances, including war pensions. Please state where they can be located or who is aware of their location:

.....  
.....

(5) Do you wish to donate your body to medical science .....

(If yes, this must be arranged in advance. This form will not be necessary, and you need to discuss the funeral With whoever is using the body.)

## FUNERAL DETAILS

- (6) Is it your wish to die at home? ..... If so, do you want to have your body retained at home until the funeral .....
- (7) If you should die in hospital / nursing home, do you want your body to be returned home prior to the funeral? If so, indicate how long for .....
- (8) In most situations, nurses lay out the body. Where it is possible, would you prefer someone else to do this, or perhaps assist. Give name and contact details:  
.....
- (9) Do you wish your body to be embalmed? .....  
(If you choose woodland burial, embalming may not be accepted. Embalming is often called "cosmetic" or "hygienic" treatment by the funeral profession!)
- (10) What type of coffin do you require? Standard coffins are made of veneered chipboard, although cardboard, pure wood and wicker are available, as well as a wool shroud (burial only) – check details and prices before you decide.  
.....  
(If you require an unusual, or artist painted coffin, details of the supplier and design must be arranged. You can make your own, if you prefer).
- (11) On the funeral, do you want your body transported in:-  
A hearse ..... An estate car ..... Other i.e. horse drawn hearse etc.  
.....
- (12) Do you want a following limousine for the immediate family .....  
(They can use their own vehicles, if preferred).
- (13) Bearers – would you prefer family bearers (four needed) .....  
or bearers provided by a funeral director .....  
or Bereavement Services staff at the Crematorium only .....
- (14) Flowers – do you want to leave wreath and flower choice to mourners  
.....  
or: do you want family flowers only .....  
or: no flowers .....  
and / or: donations to .....  
(This must be announced at service).

(15) Obituaries – If you want your death and funeral announced in any publications.  
Which publications? .....  
How many entries? .....

(16) Do you have any special requests, i.e. letter or photo to be placed in coffin, special route for the hearse, jewellery left on your body etc.  
.....  
.....  
.....

**THE FUNERAL SERVICE**

(17) Do you require a funeral service? .....  
If yes, before going to the Crematorium or place of burial, do you want a service in church or chapel first? If yes, give details. ....  
.....

(There may be additional church fees, organist fees, etc. to pay. If a church / chapel service is held first, a short committal ceremony will normally occur at the Crematorium or place of burial, which takes about five minutes).

(18) What religion / spiritual belief / philosophy will the service be based upon?  
.....

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

(20) If you wish to guide those arranging the service, enter the following details:-  
Is the service open to all .....  
Any music, hymns during service .....  
Music entering. ....  
Music leaving .....  
Any text or poems .....  
Any other details .....

(21) Do you want an address at the service about your life? If so, the text should be enclosed, or the name of who will devise, or give the address entered here

.....  
.....

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

(23) Are there any rituals or features you want including in the service?

.....

(Items placed on coffin, photograph displayed in the chapel etc.)

**CREMATION**

(24) After cremation, where would you like your cremated remains placing?

.....

(25) If an urn or casket is required, do you require a specific type?

.....

**BURIAL**

(26) Your preferred place of burial .....

If existing grave, location of deeds .....

or: details of last burial – date ..... name .....

If new grave, grave type .....

If “green” burial, indicate site .....

*(“Green” burial is where the tree is the memorial, creating woodland).*

(27) Do you have a specific memorial in mind .....

If yes, are you sure this is permitted on the above grave .....

Name of any mason you have identified to supply and fix the memorial

.....

**SUBSEQUENT MEMORIAL SERVICE**

(28) If you require a memorial service, or some sort of gathering, perhaps where the cremated remains are placed, or a tree planted, do you have any directions to leave

.....  
.....  
.....

(Enclose details on separate sheet if you wish, or state where located).

**COMMEMORATION**

(29) If you require a form of commemoration after your death, please state

.....

(This may include a grave memorial, Book of Remembrance, etc. or may extend to a donation, endowment, gift to parish or church, or the planting of a tree. If the information is given in a Will or is confidential, there is no need to give details).

**LAST WISHES**

(30) Is there any last wish, or words unsaid you wish to say now

.....  
.....

or perhaps you wish to leave a letter. State location

.....

and to whom addressed

.....  
.....

Signed by .....

Full Name .....

Date .....

The following items will be required by the executor or your family to complete your estate. If you live alone, it will be useful to state where they are located:-

***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 insurance / 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.***