

# Funeral Planning Checklist

Category	Task	Details / Notes	Done
Logistical & Service	Appoint a Funeral Director	Assist with paperwork and transportation	
	Select Final Disposition	Burial, cremation, or direct service	
	Choose Venue & Time	Funeral home, church, graveside, etc.	
	Select Coffin/Casket	Traditional, eco-friendly, budget option	
	Arrange Transportation	Hearse and family vehicles	
	Appoint an Officiant	Religious leader or celebrant	
	Plan Service Details	Music, readings, eulogy speakers	
	Prepare Obituary	Submit to newspapers and online platforms	
	Arrange Flowers/Donations	Floral tributes or charity donations	
	Plan Wake/Reception	Venue, catering, guest arrangements	
	Documents Needed	Proof of Identity	Death certificate
Will or Letter of Wishes		Executor and instructions	
Prepaid Funeral Plan Documents		If applicable	
Marriage/Birth Certificate		If required for records	
Optional / Personal Touches	Clothing for the Deceased	Outfit selection	
	Photo/Video Display	Slideshow or memory table	
	Memorial Stationery	Programs, prayer cards, guest book	
	Livestreaming	Broadcast for remote attendees	
	Pallbearers	Select family or friends	
	Grave Marker / Urn	Headstone, plaque, or urn	