

Your Funeral Checklist

We list below various items that may need your attention before, during and after the funeral. We are able to assist with many of these either practically or by providing the information required. For the funeral to go ahead, you will need to ensure you have completed the following:

- Visit the Registrar to obtain certificates (unless the Coroner's procedure dictates otherwise).
- Gather information about the deceased for the Officiant.
- Discuss with the Officiant or ourselves details for service papers and hymn sheets.
 - Provide photos for service sheets, visual tributes etc.
 - Arrange music to be played at the funeral.
- Arrange transportation to the funeral. Our limousines seat six people in each.
- Advise private car drivers of the route to church, cemetery, crematorium.
- Make arrangements for refreshments or professional caterers.
- Arrange Floral tributes.
- Arrange a Memorial book, if required.
- Remove valuables from house, if the house is unoccupied (cash, jewellery etc)

The following can be used as a checklist for who to notify when someone passes away:

- Family, friends, deceased's employers.
- D.S.S. (special certificate from Registrar) return pension books.
- Notify Bank, Building Societies and Post Office Savings.
- Solicitor.
- Accountant.
- Premium Bonds.
- Shares and investments.
- Passport office.
- Car insurers.
- D.V.L.A. – change of ownership of vehicle.
- Police (security of empty property).
- Inland Revenue.
- Providers of medical appliances, e.g. to arrange the return of a wheelchair.
- Home help services.
- Social Services, meals on wheels etc.
- Services – water, electricity, gas, council tax.
- Tradesmen – milkman, newsagents etc.
- Return library books.
- Return/cancel TV hire/licence.
- Royal Mail.
- Estate agent – to obtain a valuation of property.
- House clearance arrangements.
- Landlord – for lease arrangements

