

Preparing for the Arrangement Meeting

The meeting with your funeral director is a time where many decisions will need to be made. To help make this time easier for you, here is a list of topics and questions that need to be considered prior to the arrangement meeting. Please allow approximately 2 hours for the funeral arrangement meeting.

A second attachment to the email will provide further guidance as you give thought to these topics. Please be assured of our support as you prepare for the funeral arrangement meeting, we are only a phone call away.

Before your meeting with the funeral director, please complete the following information

- ❖ Information required by the registrar of births, deaths & marriages:
 - Deceased's full name
 - Last residential address
 - Date and place of birth. If born overseas, year of arrival to Australia
 - Occupation during working life
 - Spouse or partner's full name (including maiden name if applicable)
 - Date and place of marriage (Church and Town)
 - Name of minister who officiated at the marriage
 - Deceased's children, full names and dates of birth
 - Deceased's father's full name and occupation
 - Deceased's mother's full name and occupation

Before your meeting with the funeral director, please give thought to:

- ❖ Burial or cremation preference
- ❖ Venue for the ceremony – Chapel, Church or other possibilities
- ❖ Venue for refreshments & fellowship following the ceremony
- ❖ The wording of a funeral notice including personalisation or closing phrases
- ❖ An organisation you may wish donations to be made to in memory of your loved one
- ❖ Music selections for the ceremony and photographic tribute
- ❖ Whom you will invite to be pallbearers (if applicable)

Please bring the following to the arrangement meeting:

- ❖ Clothing you wish your loved one to be dressed in
- ❖ Photographs for the preparation of photographic tributes and printed service sheets (if required), please refer to second attachment 'arranging a funeral' for more guidance.