

# When Death Occurs

When death occurs, emotions often override clear thought. To assist you is a list of information below needed when making arrangements. Please locate and review this information prior to meeting with us. You may view the other pages in this Services section to learn more about what we offer. Also, make sure to refer below to our comprehensive Memorial Planning Checklist.

When you need help, regardless of the time of day or even if death occurred out-of-town, **please immediately phone the Hall-Wynne location you wish to have assist you.**

In the case of an out-of-town death, we are able - through our network of colleagues - to engage the services of a funeral firm to handle transfer details in the most economical and expedient manner.

You will also want to contact your clergyperson promptly to allow your faith community to provide essential and immediate support, along with discussing time, date and location of services.

Since most deaths occur in hospitals and nursing homes, the attending staff may provide you with some preliminary information. If the death occurs at home, please notify the physician or attending registered nurse (if the death was unexpected or if there are any peculiar circumstances, phone the Police immediately). If the deceased was under hospice care at home, they should have left some basic information for you to follow.

## **Data, required by law, needed to prepare the death certificate.**

- Full Legal Name
- Date of Birth
- Mother's First and Maiden Name
- Name of spouse (maiden name of wife)
- Legal Residence
- Years of education
- Social Security #
- County and State/Province of Birth
- Occupation

## **Other helpful information to be brought when making arrangements.**

- Military Discharge Papers (Form DD 214)
- List of surviving relatives and their cities of residence



- Recent photograph for Cosmetics and Hair Styling
- Insurance Papers (if used to pay for the funeral or for our assistance in benefit filing)
- Pre-arrangement Funeral paperwork (if any)
- An assortment of photographs for a memorial DVD or pictorial display.

### **Clothing**

A full complement of clothing is requested, including undergarments and outer clothes of your choice. Shoes are optional. For women, a dress or outfit closed at the neckline and long sleeves are desirable. For men, a suit or sport coat is appropriate, or casual attire if preferred.

### **Other Personal Items**

Jewelry, eye glasses and religious items (rosary, medals) or a favorite cologne may be brought it when arrangements are made, or prior to the service. On the day of the funeral, we will confirm which items you wish to be left in the casket and which are to be removed.

### **For Cremation**

Because services often occur prior to cremation, clothing is requested as it would be prior to burial. If cremation will occur without ceremony, we prefer the family bring in some type of clothing for the dignity of the deceased. We strongly suggest any personal items such as jewelry, pictures and other memorabilia be removed prior to cremation as they will be destroyed during the process. These items may instead be placed into the urn after cremation.

### **Arrangement Appointment Time**

To assure availability of one of our directors and to give you the personal attention and time needed to make arrangements, we will contact you to schedule a convenient time to meet either in your home or at the funeral home.

### **Specific Services Hall-Wynne Provides:**

- Procuring the death certificate and burial or cremation permit
- Coordinate service details with place of worship and clergy
- Writing and placing obituaries and death notices in local and out-of-town newspapers
- Coordinating all the arrangements regarding burial space with cemetery
- Coordinating floral designs for families and friends
- Providing pallbearers, when requested
- Providing benefits assistance in completing forms for Social Security, insurance, Veterans benefits, Pensions and Notary Public service

- Offering complete selection of caskets, burial vaults, urns, and clothing
- Complete selection of personalized memorial programs, prayer cards and acknowledgment stationery
- Coordinating cemetery monuments, grave markers and engravings

# Memorial Planning Checklist

## Recording Personal Information (See Funeral Information Sheet)

- Full legal name
- Residence
- Date of birth
- Place of birth
- Citizenship
- Social Security #
- Occupation
- Business or industry
- Marital status
- Spouse's full name
- Father's name
- Mother's maiden name
- Next of kin / Executor's full name
- Next of kin's address
- Next of kin's relationship
- Physician & contact info

## Making Service Choices

- Set time & date of service
- Choose location of service
- Choose burial or cremation
- Request preparation and embalming
- Choose family viewing or visitation
- Decide if jewelry is to remain or return
- Supply clothing for deceased
- Select photographs to be displayed
- Select musical selections, hymns & solos
- Select scripture or literature to be read
- Compose obituary
- Choose charity to direct donations
- Display religious or fraternal items
- Arrange location & food for reception

## Making Specific Selections

- Select casket or cremation container
- Select burial vault or cremation urn
- Choose cemetery
- Select burial or cremation plot
- Select memorial grave marker & inscription
- Select memorial programs & acknowledgment cards
- Choose floral arrangements

## Participants

- Clergy or officiant
- Organist or other musicians
- Pallbearers
- Family or friend to read scripture or participants

## Documents to Locate

- Will
- Deed to cemetery plot
- Birth certificate
- Marriage certificate
- Insurance policies
- Bank documents
- Title to property
- Vehicle ownership
- Tax returns
- Military discharge papers

## People to Contact

- Extended family & friends
- Physician
- Accountant
- Lawyer
- Employer
- Insurance agent
- Creditors
- Clubs, unions & organizations
- Financial advisor / banker
- Bereavement counselor if needed

## Pay for the Following Services

- Funeral service
- Cemetery plot, perpetual care & interment fees
- Grave memorial, inscription & installation
- Service participants
- Newspapers
- Death Certificates
- Flowers
- Food / catering for reception
- Hospitals
- Ambulance

## Personal Data of Deceased

- Elementary school attended
- High school attended
- University attended
- Military record
- Family & professional history
- Offices or positions held
- Accomplishments: personal & professional
- Citations
- Hobbies, activities and interests
- Charities & other special requests

Please note: the preceding list is only a guideline; your funeral director will cover the relevant items to insure completeness.