

# CHECKLIST

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## THE FIRST 24-48 HOURS

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There's some initial decisions to make to care for the deceased and set the course for your Great Goodbye.

- Advise those that need to know
- Arrange the death certificate  
This is usually handled by the funeral home.
- Place death notice in paper if needed  
The funeral home can do this for you if you would like. Likely for an additional charge.
- Arrange for collection of deceased  
This is typically, but not necessarily, done by the funeral home.
- Advise funeral home about cremation or burial  
This is one of the first things the funeral home will need to know.
- Decide about embalming  
This is another early decision the funeral home will ask about. Have a read of our insightful articles on this.
- Select a casket  
Either from the funeral home or from our Great Goodbyes selection here.
- Decide about viewing  
Either at the funeral home or family home. You also need to decide whether the casket will be closed or open at the funeral.
- Agree with family about a service  
This could be with the casket present, or a memorial service with no casket.

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## BOOKING THE SERVICE VENUE

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Now it's time to plan the service and make the necessary arrangements to secure a booking.

- When and where for the service  
This is one of the first things people will want to know.  
generally places of faith or the funeral home itself.
- Decide on what kind of venue works best  
Choose a place of faith, funeral home, or somewhere else. If you're planning a memorial service then options open up without a casket.
- Book the venue  
Secure the date, time and place. Funeral homes will book some places for you;
- Event hire requirements  
If having the service at home, at an alternative venue, or with special theming, now's the time to think about items you might need.
- Set up an Honoring page  
You're now ready to put the funeral or memorial details on your digital Honoring page, dispatch invitations, and the likes.

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## CREATING THE SERVICE

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This helpful checklist will guide you through some of the key elements of the service itself.

- Decide on any special themeing**  
This could impact everything from the casket to dress code, location to music, food and readings. Consider our Great Goodbyes theme ideas here.
- Decide who will lead the funeral**  
This could be a leader from a place of faith, professional celebrant, or friend/family member.
- Arrange casket flowers and/or memorabilia to place on top**  
The funeral home can order a formal casket spray, you can order direct, or you can create your own unique arrangements.
- Choose pall bearers**  
There are typically eight pallbearers.
- Decide on eulogies and readings**  
Who will do the eulogy? Will several people deliver different parts? And what are the chosen readings?
- Consider the music**  
Read our Great Goodbyes advice on when you might need music during the service and other ideas.
- Create a photo and video montage for the service**  
Do you have a family member adept at creating these? And who has some amazing photos to contribute?
- Transport of the casket**  
Decide whether you wish to drive the casket to the service and committal yourself or if you wish to book a funeral home hearse or special vehicle.
- Program sheet/Order of Service**  
It's not compulsory to have one, but if you do, you can create yourself or ask the funeral home to arrange, for an extra charge.
- Arrange service recording and live streaming**  
Do you have family members or a friend who can help with this? Alternatively consider hiring a professional or ask the funeral home to arrange, for an extra charge.
- Update the Honoring page**  
Add details such as dress code, transport and other information. Invite people to contribute tributes and messages.

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## AFTER SERVICE FUNCTION

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Let's not forget about what you'd like to happen after the service and the arrangements you will need to make.

- Decide where this will be**  
Will it be at the same venue as the service or would you prefer to go somewhere different? The time you want to spend at the after service function may influence this, as funeral homes and places of faith often have more limited time.  
  
restriction, ensure you choose somewhere that has the freedom you need.
- Duration**  
If you are wanting a venue without time
- Catering and refreshments**  
Consider the best venue to meet your needs; whether you're wanting to self-cater or utilize the onsite catering services. Either way you can still ensure the food selection is personalized to your Great Goodbye.

