

Funeral Planning Checklist

1. Immediate Steps After Death

- Arrange for death to be verified (Hospital staff, Care home staff, GP)
- Inform close family members and loved ones
- Contact a funeral director (when you feel ready)
- Prepare to transfer the deceased person to a Funeral Home

2. Legal & Administrative Tasks

- Follow up and check that the Medical Certificate of Cause of Death (MCCD) is sent to the Registrar
- Register the death (within five days unless referred to a coroner)
- Obtain copies of the death certificate (for admin purposes)

3. Contact & Announcements

- Notify wider family and friends
- Check if the deceased person provided a Will
- Decide whether to publish a death notice or obituary
- Inform relevant organisations (banks, utilities, employer, etc)

4. Choose Funeral Type & Style

- Decide between burial, cremation or alternative
- Choose religious, civil or humanist service
- Decide between attended or unattended funeral
- Consider celebrant or minister
- Decide if the funeral will be public or private
- Consider livestreaming for those who cannot attend

5. Budget & Costs

- Set a budget
- Plan the funeral day with funeral director
- Allow for any third party costs

6. Set Date, Time & Location

- Choose a funeral date (typically 2–3 weeks after death)
- Book venue (church, crematorium, cemetery, etc.)
- Arrange location for wake or gathering

7. Personalising the Funeral

- Select music, hymns or songs
- Choose readings, poems or speakers
- Decide on funeral flowers or donations
- Choose coffin style
- Add personal touches (photos, videos)

8. Logistics & Arrangements

- Arrange transportation (hearse, family cars, etc.)
- Arrange gathering or wake
- Confirm order of service
- Print service sheets or programmes
- Coordinate with officiant/celebrant

9. After the Funeral

- Thank attendees (optional messages/cards)
- Handle estate matters (probate, finances)
- Seek bereavement support if needed



C.P.J. Field.

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