

End of Life Service Worksheet

Funeral home		
	Funeral home name and contact information	
Details for services		
	Location of celebration of life service and contact information	
Obituary		
	Write obituary	
	Picture for obituary	
	Choose charity in lieu of flowers for obituary	The Caregiver's Journey through PPF
Notification		
	Who should be notified directly and who will notify them	
Celebration of life service		

	Officiant and contact information	Dee
	Speakers for eulogy's and contact information	Merritt, Mike
	Reading passages, who will read them, and contact information	Adam
	Name and contact information for special music and/or singer	Harpist
	Choose songs or hymns and type of music if any (recorded music, piano or other instruments)	It is well with my soul
	Choose picture for enlarging and have enlarged with easel	
	Prepare any other visuals such as slideshows, videos or memory boards, pictures, memorabilia	
	Choose flowers for service and who will provide	
	Prepare an Order of Service program outlining the sequence of events for the celebration of life (the venue should help with this)	

Other events such as: Private: • Pre-COL • Burial service • After COL gathering Public: • Celebration of life service • Reception		
	Chose private pre-COL location and list contact information for venue	
	• Create list of attendees and contact information	
	• Who will organize and provide food and drink. List contact information.	
	Choose location of burial service and list contact information for venue	
	• Create list of attendees and contact information	
	Chose private post-COL location and list contact information for venue	

	• Create list of attendees and contact information	
	• Who will organize and provide food and drink. Who will be at the home to accept food. List contact information.	
	• Select someone to be at the location to accept food and organize	
Visitation/viewing		
	Choose menu visitation reception and who will organize and provide. List contact information	
	Estimate number of visitation attendees	
	Visitation reception flowers	
Celebration of life reception		
	Choose menu COL reception and who will organize and provide. List contact information	

	Estimate number of COL attendees	
	COL reception flowers	

Out of town guests		
	Choose recommended hotel or accommodations for out-of-town guests.	
	Arrange transportation of out-of-town guests	

The Service

1. Set the date and time
 - a. Coordinate with family and friends: Ensure key people can attend
 - b. Check availability of the venue, officiant, musician, cemetery (for the burial), and funeral home. The funeral home should help with most, if not all, of this.
2. Notify those who may be interested in attending
 - a. Finalize the obituary. The funeral home will help you publish an obituary in local newspapers and online
 - b. Inform people of the service plans through phone calls, social media, and email
3. Arrange for transportation of family members to and from the services and any gatherings, if needed.
4. Finalize pre and post-service gatherings, if any, including location and catering
5. Book or suggest accommodations for out-of-town guests, if necessary
6. Personal touches
 - a. Memorial Table: Display personal items, photos, and mementos
 - b. Memory Book: Provide a guest book for attendees to sign and leave messages. The funeral home will have a book in several places for guests to sign. A memory book is an opportunity for them to leave messages.
 - c. Keepsakes: Consider offering small keepsakes or memory cards to guests
7. Obtain thank you notes/acknowledgments: The funeral home will likely do this for you. You may decide on the type, style, and wording
8. Additional tips
 - a. Do not hesitate to ask family and friends for assistance
 - b. Make decisions at a pace that feels comfortable for you
 - c. Remember to take care of yourself during this challenging time
 - d. Remember your pre-made plans and do not second-guess the decisions you made earlier

Leverage Others

Remember, it is okay to ask for help. Friends, family members, and professionals (like funeral directors and lawyers) can provide valuable assistance during this challenging time.

Connect with us at <https://thecaregiversjourney.com/>



Thank you!