

CHECKLIST OF THINGS TO BE DONE

Many people have suggested that it would be useful to have a checklist to help them determine what they might be faced with during the first several weeks following the death of a loved one. We hope these suggestions will be helpful to you.

- Choose a mortuary. Family, friends, the hospital staff, or your clergyman (if you have one) can help with this decision. The funeral home will work with you in making funeral arrangements. (See Funeral Planning Guide Brochure).
- Make a list and contact other family members, friends, employers, and business colleagues by phone. You may want to ask other family members and friends to help with these phone calls.
- Notify the school that children are attending.
- Have someone keep a careful record of all phone calls, flowers, food donations, and people visiting.
- Coordinate food for the family for the next few days.
- Coordinate special needs of the household, such as childcare, cleaning, groceries, shopping, etc.
- Write an obituary. Include age, place of birth, cause of death, occupation, college degrees, memberships held, military service, outstanding work, and list of survivors in immediate family. Give the time and place of services and any other special comments.
- Select pallbearers and notify them.
- Contact an attorney who may be able to assist you with any legal issues.
- Contact your bank concerning any existing accounts.
- Notify life insurance companies.
- Notify creditors, credit card companies, and the automobile insurance company.
- Contact your local social security office if you are eligible for benefits.
- If your loved one was living alone, notify the landlord, utilities, and tell the post office where to send the mail. Take precautions against theft.