**Funeral and Memorial Planning Checklist – Instructions**

1. In the second paragraph of the form, list the person to whom you have expressed your personal funerary and memorial wishes, if any.

2. Circle the type of ceremony you would like, and check the box describing whether you would like your services to be public, family only, or private, or whether you would like to have no service at all. You can also list a person to be in charge of arranging the service, if you wish.

3. Check the box next to the location at which you would prefer your service to be held, or write in a different location of your choice.

4. If you have a preference as to which clergy member or other person you would like to perform the ceremony, list his or her name.

5. Select whether you would prefer calling hours (public or private), embalming, or military honors.

6. Select whether you would like to be buried, cremated, or entombed. Also select the place where you would like to be buried or have your ashes buried, or if you would like your ashes scattered, select where you would like them to be scattered.

7. If you would like newspaper notices, list the particular newspaper(s) in which they should be published.

8. Select whether you would like contributions in your memory, flowers, or both. If you select contributions, please indicate to whom the contributions should be made.

9. If you have an idea of what your funeral should cost, list it here.

10. If you have any special instructions or specific remarks, list them.

11. Sign and date the form in front of two witnesses, who should also sign and date the form below your signature.