**COYLE FUNERAL AND CREMATION SERVICES**

**125 Things that Must be Done on the Most Difficult Day of Your Life**

The following is a detailed list of the **125 things** that must immediately be taken care of following death.

**(Bold items indicate details that can be planned, arranged and / or paid for before the time of need)**

**A. Secure Vital Statistics (required for documents)**

1. **Full legal name, complete address, telephone number and email**
2. **Religious name (if any)**
3. **Date of birth**
4. **Place of birth**
5. **Marital Status**
6. **Name of spouse (if married)**
7. **Spouse’s maiden name (if wife)**
8. **Educational attainment**
9. **Citizenship (US/Canadian/Mexican)**
10. **Father's name**
11. **Father's birthplace**
12. **Mother’s name and maiden name**
13. **Mother's birthplace**
14. **Number and full names and addresses of all children / grandchildren / great grandchildren**
15. **Social Security number**
16. **Veteran's Serial/Service number**
17. **Date & place of service, date of discharge**
18. **How long at current residence/former residence(s)**
19. **Occupation, job title, nature of work & employment history**
20. **Location of work place, telephone number and email**
21. **Family origin**

**B. Pay some or all of the following**

1. *Estate/Inheritance taxes*
2. **Funeral expenses**
3. **Purchase of family burial estate, mausoleum crypt, cremation niche**
4. **Family burial estate, mausoleum crypt, cremation niche opening and closing costs**
5. **Permanent memorialization**
6. **Monument / Marker engraving**
7. **Funeral Director**
8. **Clergy**
9. **Organist and vocalist**
10. **Florist**
11. **Obituary**
12. **Clothing**
13. *Long distance telephone or wire service*
14. **Food**
15. *Transportation*
16. *Doctors*
17. *Nurses*
18. *Medical practitioners*
19. *Ambulance*
20. *Hospital/Nursing Home*
21. *Medications & drugs*
22. *Current & urgent bills (mortgage/rent, taxes, installment payments, etc.)*

**C. collect documents and paperwork**

1. **Will (check will regarding special wishes)**
2. **Prepare legal papers, certificates and permits**
3. **Birth Certificate/legal proof of age**
4. **Citizenship papers**
5. **Social Security card or number**
6. **Marriage license**
7. **Veteran's discharge certificate**
8. **Submit insurance policies (life, health, accident, property, auto) and government forms**
9. **Disability claims**
10. **Bank books and listing of accounts**
11. **Other financial accounts**
12. **Property deeds**
13. **Cemetery deed or proof of ownership**
14. **Auto titles or bill of sale**
15. **Income tax returns, receipts & cancelled checks**

**D. Decide and arrange within a few hours**

1. **Make Cemetery arrangements**
2. **Secure interment space and get exact location of burial/disposition.**
3. **Arrange for opening and closing of the grave / mausoleum / niche space**
4. **Secure endowment care**
5. **Arrange graveside committal service**
6. **Secure use of cemetery chapel for committal prayers**
7. **Decide on embalming and other preparation of deceased**
8. **Choose restorative art**
9. **Funeral Home preference**
10. **Location of funeral service**
11. **Service type (religious, fraternal, military, etc.)**
12. **Time and place for visitation and funeral service**
13. **Arrange for special religious services**
14. **Provide information for eulogy**
15. **Select casket (open or closed?)**
16. **Select outer burial container and/or burial vault**
17. **Select urn / niche space (if cremation)**
18. **Provide vital statistics about deceased for newspaper**
19. **Clothing for deceased**
20. **Jewelry and glasses for deceased**
21. **Select cosmetology and hairdressing for deceased**
22. **Selection of scripture & readings (poems, etc.)**
23. **Clergy to officiate**
24. **Marking of grave (either temporary or permanent)**
25. **Select memorial marker/monument setting and inscription.**
26. **Select charitable contributions for memorials in memory of deceased**
27. **Register book, memorial/prayer cards**
28. **Select pallbearers**
29. **Floral arrangements and transportation before and after services**
30. **Select music**
31. **Organist / Pianist / Vocalist**
32. **Arrange for funeral coach**
33. **Arrange limousine for family and pallbearers**
34. **Arrange funeral car list for family and guests**
35. **Clothing for you and minor children**
36. **Decide who will look after minor children and/or pets**
37. *House cleaning*
38. *Extra chairs*
39. *Transportation for family & guests*
40. *Reviewing & signing all paperwork (i.e. burial permit)*
41. *Answering innumerable phone calls, emails, letters and wires*
42. **Necessary meetings with funeral director, lawyer, clergy, cemetery**
43. *Arrange transportation & lodging for out-of-town guests*
44. *Acknowledging those who help in a special way (contributors of flowers, food, donations, etc.)*
45. **Decide how many certified copies of death certificate to order**
46. **Food for family and out of town relatives and guests**
47. **Items for memento display and/or memorial board**
48. **Decide on memorial video production, pictures, music, etc.**
49. **Arrange for writing thank you notes**

**E. Plan to Notify as soon as possible**

1. *All family members*
2. *All relatives*
3. *All friends*
4. **Minister and church**
5. **Funeral Director**
6. **Pallbearers**
7. **Cemetery**
8. *Doctor*
9. **Employer of deceased**
10. **Employers of relatives not going to work**
11. **Organist, musicians, vocalists,**
12. **Newspapers regarding notices**
13. **Social Security Administration**
14. **Veterans Administration**
15. **Insurance agents**
16. **Religious, fraternal, civic organizations & unions**
17. **Attorney, accountant, financial planner & executor of estate**
18. **Credit card companies**