



SHEPHERD FUNERAL
& CREMATION SERVICE

PEMBROKE | KINGSTON | CARVER



FUNERAL PLANNING GUIDE



Planning a funeral is one of the most thoughtful things you can do for your family. Grief is a confusing and difficult time, and planning a funeral in the midst of these emotions can be overwhelming. By looking over this guide it may help lift some of the burden off your friends and family.

By completing the following pages, you will have a document that clearly expresses your wishes and acts as a guide for your family and funeral director.





The first step is to gather some information. We will be using the following information to **complete and file a death certificate**. One **thing to think about is how many certified copies of the death certificates you will need.**

In general, **you will need a certified copy of the death certificate for anything to deal with personal assets**. This could include a life insurance policy, access to bank accounts, investments, retirements, etc.

The death certificate will be filed in the town in which a person passes away. We will be happy to get you as many copies as you would like.



VITAL INFORMATION

DECEASED INFORMATION

Name:		
Date of death:	DOB (Age):	Social Security #:
Marital Status (Married/Widowed/Divorced/Single):		
Name of Spouse:		
Residence / Address:		
City:	State:	ZIP Code:
Phone:	Email:	

BACKGROUND INFORMATION

Occupation (prior to retirement):	
Education:	College:
Was he/she in the military:	Rank:
Name of Father:	State of Birth:
Name & Maiden Name of Mother:	State of Birth:
Place of Birth (Town and State):	

DETAILS OF DEATH

Place of death:		
Address:		Phone:
City:	State:	ZIP Code:
Relationship:		

INFORMANT INFORMATION

Name:		
Relationship:		
Address:		
City:	State:	ZIP Code:
Phone:	Email:	

CHILDREN

Name / Age:	Name / Age:
Name / Age:	Name / Age:



Funerals are an important experience for our loved ones. They act as **a place to gather, remember and celebrate a person's life, loves, and** special moments. You are taking the first step to helping your family confront the decisions and choices that are presented at the time of death. Your choices can be as simple or elaborate as you wish – the possibilities are endless. Take a moment to think about how you want your loved one to be remembered.





There are many different aspects, as well as circumstances in planning a funeral service for a loved one. Below is some information to consider, and to also help you to be as prepared as possible.



- Will a burial or cremation take place?
- Where will the funeral or memorial service be held?
- Will there be visiting hours?
- Will your clergy officiate the service?
- What newspapers you would like us to help you place an obituary in?
- Would you like donations in lieu of flowers?





Items that we will need to discuss further



- We will go over your options for a casket or an urn, depending on the type of service you would like to plan.
- We will discuss clothing for your loved one. If you have the clothing prepared it will make it easier if you bring it with you to the arrangement conference.
- If you could also bring a photo with you that will be helpful. If it is easier, you can also email that photo to us at info@shepherdfuneralhome.com

We will also discuss some additional options that are available to you should you wish to choose to want them as part of the services. These options will include

- Prayer cards
- Bookmarks
- Thank You cards
- Guest Book
- Flowers

All of our prayer cards, bookmarks, as well as prayer and poems can be viewed at www.bostonprayercard.com.



Obituary

Below is some information to help us prepare an obituary with you. One thing to keep in mind is that the newspapers will generally charge per line, so the longer the obituary the greater the cost. We will be happy to go over estimated costs with you depending on which newspapers you plan to use.



OBITUARY INFORMATION		
DECEASED INFORMATION		
Name:		
Date of death:	Age:	
Date of passing:		
City:	State:	ZIP Code:
Spouse:		
Children:		
Parents:		
Siblings:		
Grandchildren:		
Great-Grandchildren:		
Nieces / Nephews:		
Other Family Members to include:		
Additional Information (Born and raised, schooling, career, hobbies, interests, memberships, clubs, etc.)		



Remember that you can always make changes to your arrangement choices. This guide is simply a way for you to communicate your preferences with your loved ones and act as a starting point for your Funeral Director.

You may use the following pages for elaboration, special requests or additional personal preferences.





SHEPHERD FUNERAL HOMES & CREMATION SERVICE



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