



# End of Life Admin

## Funeral Day Checklist

### ***Before leaving home***

- Bring order of service copies if not already delivered
- Bring speeches
- Bring tissues and water
- Bring memory items/photos
- Bring any required paperwork
- Bring phone charger and contact list

### ***On arrival***

- Meet funeral director
- Confirm timing
- Confirm speaker order
- Confirm flowers are in place
- Confirm slideshow/music is working
- Confirm reserved seating is set
- Confirm guest book is available

### ***During the service***

- Welcome guests
- Guide speakers when needed
- Keep the service flowing
- Support distressed family members
- Adjust timing if necessary



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## ***At committal***

- Confirm who will attend graveside or crematorium committal
- Prepare family for what happens next
- Allow space and time for private goodbye if possible