



End of Life Admin

Funeral Notice and Communication Checklist

Prepare the funeral notice

- Full name
- Date of passing
- Age
- Loving family details if desired
- Funeral date
- Funeral time
- Venue address
- Livestream details if applicable
- Dress requests if any
- Donation request instead of flowers if desired

Notify people

- Immediate family
- Extended family
- Close friends
- Work colleagues
- Community groups
- Religious or cultural community
- Clubs, sporting groups, social groups



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Publish the notice

- Funeral home website
- Social media
- Newspaper notice if desired
- Email or message groups
- Community boards or organisation newsletters if relevant