



End of Life Admin

Master Summary Checklist

Beginning

- Confirm death
- Notify family
- Contact funeral director
- Gather documents

Planning

- Decide burial/cremation
- Set budget
- Book venue/date
- Plan service
- Organise notice, speakers, music, flowers, slideshow

Funeral day

- Manage service
- Hold wake
- Confirm follow-up steps

After

- Obtain death certificate
- Notify banks, government, insurers, utilities
- Manage will and estate
- Arrange memorials
- Support grieving family