

**First Presbyterian Church  
North Palm Beach, Florida**

**Directions for the Last Act  
Preplanning for your funeral**

**Our last public appearance will be at the time of our death and funeral. Most of us have always taken charge of our appearances and special events and we may have given some thought to our own funeral. Funerals are special events to celebrate our lives and allow our families and friends to share a time of final farewell. For those with the responsibility for making the arrangements it is especially helpful if they have a guide as to your wishes and desires.**

**In the spirit of providing this kind of information it is suggested that this form be completed kept with your personal papers and will. You may want to provide a copy to your family.**



# Preplanned Funeral Guide For

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Birth Date: \_\_\_\_\_

Please make a selection:

\_\_\_\_ I want to be buried in \_\_\_\_\_ cemetery. The lot # \_\_\_\_\_

\_\_\_\_ I want to be cremated and the ashes \_\_\_\_\_

\_\_\_\_  
(Be specific about interment of ashes, scattering of ashes, who will receive the ashes, etc.)

\_\_\_\_ I have made arrangements to donate my body to medical science. No burial or cremation needed.

My wishes regarding a casket are:

\_\_\_\_\_  
\_\_\_\_\_

Color \_\_\_\_\_ (No casket is required for cremation)

For my funeral service, my desires are:

Type of service: \_\_\_\_ Funeral with casket present to be held at

\_\_\_\_\_

\_\_\_\_ Memorial Service to be held \_\_\_\_\_

\_\_\_\_ Graveside service only

Form of service: Presbyterian \_\_\_\_ Other \_\_\_\_ Describe \_\_\_\_\_

\_\_\_\_\_

Scripture readings:

Old Testament/Psalms \_\_\_\_\_

New Testament \_\_\_\_\_

**Music: Organ** \_\_\_\_\_ **Piano** \_\_\_\_\_ **Other** \_\_\_\_\_

**Singer(s)** \_\_\_\_\_

**Hymns** \_\_\_\_\_

**Other requests** \_\_\_\_\_

**Do you have a favorite poem or scripture you would like in the funeral bulletin?**

\_\_\_\_\_

**If you have planned your own service, please attach a copy.**

**Flowers:** \_\_\_\_ give to shut-ins \_\_\_\_ place on grave \_\_\_\_ other (describe) \_\_\_\_\_

\_\_\_\_\_

**Contributions in lieu of flowers can be made to:**

\_\_\_\_ **First Presbyterian Church Endowment Fund (Endowing the Great Commission)**

\_\_\_\_ **First Presbyterian Church Christian Education Fund**

\_\_\_\_ **First Presbyterian Church Music Fund**

\_\_\_\_ **First Presbyterian Church Building Fund**

\_\_\_\_ **First Presbyterian Church for** \_\_\_\_\_

\_\_\_\_ **Non-church related charities (name)** \_\_\_\_\_

**Information for death certificate –**

**Date and place of birth** \_\_\_\_\_

**Citizenship** \_\_\_\_\_

**Full name of spouse** \_\_\_\_\_

**Full name of father** \_\_\_\_\_

**Full name of mother** \_\_\_\_\_

**Social security number** \_\_\_\_\_

**Veteran discharge papers with serial number** \_\_\_\_\_

**NOTE: Request at least 12 copies of the death certificate.**

**Information contained in a death notice –**

**Age and date of death** \_\_\_\_\_

**Names of survivors** \_\_\_\_\_

**Date, time and place of service, designation of memorial gifts (if any).**

\_\_\_\_\_

**Information for an obituary – Includes the information listed above and biographical information. The space below may be used for an obituary.**

## **Estate Planning Checklist**

**The following is a partial list of current information that should be available to a trusted relative or friend:**

- **Location of all financial institutions with which you are dealing**
- **Name, address and telephone number of your employer**
- **Name and telephone number of stock broker, accountant, lawyer**
- **Location of your file copies of tax returns**
- **Location of birth and marriage certificates**
- **Location of your will and any codicils**
- **Location of any durable power of attorney for property/health**
- **Location of prepaid funeral plan documentation**
- **Codes and keys to home, office and safety deposit box**
- **Record of computer passwords**
- **Location of insurance policy or other document generating a death benefit**
- **List of all real estate you own and any mortgages or leases.**
- **Any death benefit related to mortgages.**

**This checklist was printed in the Palm Beach Post and taken from a book “*The Family Fight: Planning to Avoid It*” by Les Kotzer and Barry Fish.**