



Planning a Service

(616) 361-2613 • Plainfield Avenue
(616) 453-8263 • Lake Michigan Drive

The information on this document will help your funeral director make the necessary arrangements and complete the required forms necessary to plan a service.

Obituary Information:

This is the information that the funeral home will need to write the obituary

1. Deceased Name:
2. Birth Date:
3. Birth Place:
4. Father Name:
5. Mothers Maiden Name:
6. Education:
7. Spouses Name:
8. Marriage Date:
9. Children:
10. Grandchildren:
11. Employment (Past):
12. Employment (Present):
13. Hobbies:
14. Likes:
15. Dislikes:
16. Other:

Death Certificate

This is the information that the funeral home will need complete the death certificate

1. Deceased's Name (First, Middle, Last):
2. Date of Birth (Month, Day, Year):
3. Sex:
4. Date of Death (Month, Day, Year):
5. Name at Birth or Other Name Used for Personal Business
(include AKA's if any):
6. Age – Last Birthday (Years):
- 7a. Location of Death: Hospital or Other Institution – Name (If not in either, give street and number
and zip code):
- 7b. City, Village, or Township of Death:
- 7c. County of Death:
- 8a. Current Residence – State:
- 8b. Current Residence – County:
- 8c. Locality – pick one
 - City or Village (Inside limits of):
 - Township:
 - Unincorporated Place:
- 8d. Street and Number (Include apt. no. if applicable):
- 8e. Zip Code:
9. Birthplace (City and State or Country):
10. Social Security Number:



11. Deceased's Education – What is the highest degree or level of school completed at the time of death:

12. Race – American Indian, White, Black, etc. (If Asian, give nationality, ie. Chinese, Filipino, Asian Indian, etc.) (Enter all that apply):

13a. Ancestry – Mexican, Cuban, Arab, African, English, French, Dutch, etc. (Enter all that apply)
If American Indian race, enter principal tribe:

13b. Hispanic Origin (Yes or No):

14. Was the Deceased ever in the U.S. Armed Forces? (Yes or No):

15. Usual Occupation: Give kind of work done during most of working life.
Do not use retired:

16. Kind of Business or Industry:

17. Marital Status - Married, Never Married, Widowed, Divorced (Specify):

18. Surviving Spouse (if wife, give names before first married):

19. Fathers Name (First, Middle, Last):

20. Mother's Name before first married (First, Middle, Last):

21a. Informant's Name:

21b. Relationship to Deceased:

21c. Mailing Address (Street and Number or Rural Route Number, City if Village, State, Zip Code):

If choosing burial, please complete the following:

You've selected Burial as your method of disposition.

What Cemetery would you like to use? Cemetery Name:

Grave space description:

Lot and Number:

Cemetery Contact Information:



If choosing cremation, please complete the following:

You have selected cremation. You can keep remains, scatter them or bury them in a cemetery.

If you choose Cemetery – Cemetery Name:

Grave space:

Lot and Number:

Cemetery Contact Information:

Visitation and Service Information:

Visitation Date / Time:

Place:

Visitation Date / Time:

Place:

Funeral Date / Time:

Place:

Luncheon Date / Time:

Place:

Caterer:

Contact Info:



Planning a Celebration of Life Service:

Your Life Story Funeral Director will help you plan the service. Don't worry if you can't answer the questions below yet - we can discuss these in more detail at our meeting.

Do you have someone in mind to lead the service. This can be a clergy member, friend, or celebrant. Don't worry if you do not have someone ready - we can help find the appropriate person to lead this service.

Sharing memories is a unique part of the the service. Are there a few people that might be willing to share a memory during the service. These people can be friends, relatives, clergy etc.

Favorite Music. This can be live performance, recorded song, congregational singing. (list song, Artist, reason for choosing this song)

Do you wish to have a gathering after the service. This can take place at the funeral home, a church, your home, community center, restaurant. We can help arrange these details.

Have you ever seen something at a memorial service that you would like to include in this service?

Have you ever seen something at a memorial service that you do NOT want included?

