



Downing & Lahey

MORTUARIES • CREMATORY

Family Owned & Operated Since 1913

Planning Checklist

Downing & Lahey Mortuaries & Crematory makes funeral planning seamless. Let us help you arrange a service with our pre-planning checklist. Here you will find the documents and information needed to complete the arrangement conference.

Items to bring with you to the arrangement conference:

- Clothing of normal dress, except shoes
- Photograph(s) showing hairstyle and to be used for the obituary
- Personal cosmetics, if desired (Please note: OSHA does not allow us to return cosmetics)
- Jewelry items (any or all can be returned prior to burial, per your wishes)
- Veteran's Discharge Papers (DD-214), if applicable
- Durable Power of Attorney for Health Care Decisions, if applicable

Vital Statistics Needed for Death Certificate:

- Birth date and place of the deceased
- Deceased's legal address
- Ancestral background of the deceased
- Highest level of education the deceased completed
- Social Security Number of the deceased
- Legal name of the deceased's parents, including mother's maiden (birth) name

Helpful Information when writing an obituary:

- List of living family members including their city of residence
- List of family members who preceded in death
- Memorial Fund established
- Fraternal, service, and union organizations the deceased belonged to
- Veteran information including military service dates, branch, name(s) of wars/conflicts
- Special recognitions received

Service Preferences:

- Location of the services – funeral home, church, or other location
- Burial property information
- Preferred date and time of the services
- Name and church affiliation of clergy
- Name(s) of musicians
- Special music, Bible verses, or poetry
- Mementos to display
- Names of casket bearers and honorary casket bearers