

CALLIDE DAWSON

FUNERALS

07 4992 2332

A FAMILY'S GUIDE

- What to do when someone dies



At the Hospital or Nursing Home

- ◇ The hospital staff will notify the doctor for a certificate of death.
- ◇ Notify family members who live close by (discourage family from rushing distances to see the deceased, as a viewing is available before the funeral)
- ◇ Ring your Funeral director as soon as possible—for initial advice and planning
- ◇ If applicable, sign the hospital transfer release form nominating your Funeral Director

(If possible allow a half day or overnight to absorb what you have just experienced, before the funeral arrangement. Do not rush the Funeral. You will benefit by allowing a couple of days in between the arrangement and the funeral).

Please do not advise family & friends of a funeral time until you have confirmed it with the Funeral Director.

Who you May Need to Notify Initially

- ◇ Executor of the will
- ◇ Neighbours, close friends of deceased
- ◇ Relatives on both sides of the family
- ◇ Home care nursing service, community care, palliative care
- ◇ Nursing Home personnel re: account and personal effects
- ◇ Solicitor or Public Trustee (check if specific funeral requests are noted in will)
- ◇ Meals on wheels
- ◇ Banks and financial institutions - credit cards etc
- ◇ Funeral Benefit Fund, Superannuation Fund
- ◇ Landlord

Before Meeting with the Funeral Director, give thought to:

- ◇ Burial or Cremation?
- ◇ Venue—church, Chapel or other
- ◇ The wording of a funeral notice and which newspaper to display the notice
- ◇ Deceased's details of birth, marriage, parents (marriage certificate is helpful but not essential)
- ◇ How you would like the deceased dressed—in a shroud or personal clothing—bring clothing to the arrangement
- ◇ Any jewellery or other items which you would like to remain with the deceased
- ◇ Allow 1-2 hrs with the Funeral Director to plan the funeral and complete forms

Preparation For the Funeral Service

- ◇ Family members might contribute to the wording of the Eulogy
- ◇ Who will deliver the Eulogy—family, relatives, friends
- ◇ Select music, readings or poetry for the service
- ◇ Invite family and friends to be pallbearers (4 to 6)
- ◇ Give all family members young and old a chance of attending the viewing
- ◇ Arrange a time to speak with the Minister/Celebrant—choose a photo for the front cover?
- ◇ Consider the placement of notes, cards, mementos in the coffin at the viewing
- ◇ Consider a venue to gather for refreshments and fellowship after the service
- ◇ Compassionate airfares may be available for family members travelling by air to the funeral. Just speak to the airline representative. Then contact Funeral Director for compassionate letter.
- ◇ Allow yourself some quiet time to reflect and be still, others will want to care for you

A Family's Guide in preparing for the Funeral and afterwards

THE FUNERAL DIRECTOR WILL ARRANGE THE FOLLOWING WITH YOUR ADVICE:

- ◇ The most suitable time and day for Funeral
- ◇ Confirm the availability of the Minister and Church
- ◇ Confirm timing with the cemetery or crematorium
- ◇ Transfer the deceased to the Funeral Home
- ◇ Complete and Lodge Registrar of Death Form
- ◇ Complete cremation forms (if applicable)
- ◇ Type and email funeral notice (s)
- ◇ Provide envelopes and collection box for donations to a charity—if required
- ◇ How many pallbearers to carry coffin, or have coffin in place
- ◇ Contact RSL to arrange a service for ex-service personnel & provide Australian Flag
- ◇ Time for a viewing at the Funeral Home
- ◇ Floral arrangement for the coffin—notify selected florist
- ◇ Selection of a coffin
- ◇ Family to provide clothing? Or use shroud?
- ◇ Jewellery (placement or removal of)
- ◇ Order a copy of the Death Certificate (if requested) - takes approx. 10 working days to arrive
- ◇ Cemetery plaque form (if applicable) choosing inscription
- ◇ Provide an estimate of the Funeral cost (the bank may need an invoice for payment)
- ◇ Provide a remembrance Book for signatures at the Funeral Service
- ◇ Notify Centrelink or Veterans Affairs
- ◇ Prepare and dress the deceased

What to Do After the Funeral

- ◇ Complete Cemetery plaque form and return
- ◇ Consider options for headstone, photo, vase
- ◇ Reply to sympathy and flower cards
- ◇ Consider a Thanks Notice in the newspaper
- ◇ An obituary in the local paper (if desired)

Who family May Need to Notify in due course

- ◇ Accountant
- ◇ Australian Taxation Office
- ◇ Clubs, organisations
- ◇ Chemist
- ◇ Electricity/gas supplier
- ◇ Electoral Office
- ◇ Dentist
- ◇ Department Store Cards
- ◇ Health Funds
- ◇ Hire Purchase Companies
- ◇ Home Secure and Home Assist
- ◇ Insurers—life, house & contents, car etc
- ◇ Library
- ◇ Local authorities—council
- ◇ Medicare
- ◇ Medical specialist
- ◇ Main Roads Department—Drivers License
- ◇ Newsagent, other home deliveries
- ◇ Optometrist
- ◇ Passport and visa
- ◇ Post office
- ◇ RACQ
- ◇ Seniors Card
- ◇ Solicitor re estate and will
- ◇ Telephone
- ◇ Email Subscriptions



CALLIDE DAWSON FUNERALS

**56 Callide Street
Biloela, Qld, 4715**

Phone: 4992 2332

Fax: 4992 3344

E-mail: cdfunerals@bigpond.com