

What to do when someone dies - checklist

This document assumes the Memorial Society member has chosen a simple cremation or burial. Other options are offered by the funeral home - at additional expenses.

Glance through the following list before contacting the funeral director - some decisions may have to be made in consultation with him/her.

Draw a line through the items in the checklist that do not apply; check off the others as they are taken care of.

Delegate tasks & accept support of family and friends, as appropriate.

After someone dies:

- Locate the **Designation Form** provided by the Memorial Society and completed before death. If you can't find it, call the Memorial Society. If the deceased sent a copy to the Society, they will have it on file. If there is no designation form, you will have to choose a funeral home from among those that have agreements with the Society.
- Call the funeral director to arrange a meeting. A telephone call is all that is necessary at first, advising the name of the deceased, and the location of the body. Be sure to inform the funeral director that the deceased is a member of the Memorial Society. The funeral director will contact the hospital or Medical Examiner's Office to confirm when the body will be released.
- When you meet with the funeral director, assorted documents will be needed. Take with you the Designation Form, if available, the birth certificate, marriage certificate, social insurance number, Alberta Health Care card, and driver's license of the deceased. If the funeral home services are pre-paid, take that documentation with you.
- Make a decision about the type of service, location, date and time of the funeral/memorial service. Confirm the facility booking (funeral home, church, hall, etc.) If the body is present at the service it is a funeral; if not, it is a memorial service.
- Inform or plan with the funeral director the location, date and time of the service(s).
- Discuss interment of the body or disposal of the ashes with the funeral director, as appropriate.
- Ask the funeral director to supply you with several copies of the Statement of Death. The Executor will need them.

The Will

- Find the current Will and notify the Executor(s).

Accounts et cetera

- Determine if there is a Safety Deposit Box and find the key
- If deceased was living alone, notify utilities and landlord, and tell post office where to send mail. Take precautions against thieves.
- Cancel e-mail, website and social networking accounts

Memorial / Funeral Service

- Make a list of immediate family, close friends, and employer or business colleagues. Notify them by phone, as appropriate.
 - Book officiant for the funeral/memorial service (Minister, Pastor, Rabbi, Priest, ...)
 - Book musician(s) &/or sound technician, as appropriate.
 - If flowers are to be declined as gifts, decide on appropriate memorial to which gifts may be made. Examples include: your religious community, library, school, or a charity. Naming the Memorial Society of Edmonton & District as a recipient would be deeply appreciated, and would help us to assist others.
 - Obituary** Be advised: obituaries are expensive.
 - Write the obituary or prepare notes for someone else to write the obituary.
 - The funeral home will assist in the preparation of the obituary and may send it to the newspaper, if requested. The newspaper will contact the funeral home to confirm the death before publishing any obituary.
- You may include some or all of the following details: age, place of birth, date of death, cause of death, occupation, educational achievements & degrees, memberships held, military service, outstanding accomplishments, list of survivors in immediate family, &/or other appropriate information.
- Select and notify pallbearers and honorary pallbearers, ushers, if desired.
 - Prepare the memorial card/order of service, and arrange printing.
 - Arrange for set-up and clean-up. If there are flowers, arrange for their distribution after funeral, e.g. hospital or senior's home. Extra food may be donated - some registered charities will provide a tax receipt for donated food.
 - Arrange for a guest book and ask someone to be in charge of it at the service(s).
 - Prepare or designate someone to prepare a memorial table/display and/or slide show and/or video.
 - Arrange for refreshments. If you are serving alcohol, a license may be required.
 - Arrange for child care during the funeral service, as appropriate.
 - Arrange hospitality for visiting relatives and friends.
 - Arrange for someone to remain at home during a funeral service (it is a favourite time for thieves to attempt break-ins).

Coping

- Arrange for family members or close friends to take turns answering the door or phone, keeping a notebook & pen beside the phone to record all messages.
- Coordinate the supplying of food for the first few days.
- Consider needs of the household, such as cleaning, child care, or shopping which might be done by friends.
- Prepare a list of people to be notified by letter and/or printed notice, and which to send to each.
- Prepare a list of persons to receive thank-you notes for flowers, calls, charitable donations etc. Send appropriate acknowledgments.
- Notify the Memorial Society so that we may update our records - please!

A supplementary checklist entitled, "What To Do When a Senior Dies" has been prepared by the Seniors Association of Greater Edmonton (SAGE) (Phone 780-423-5510) regarding settling the estate of the deceased and related activities. This helpful sheet is intended for the use of the relatives and/or Executor.

A very practical 16-page booklet entitled Funeral Planning in Alberta is available, free on request for single copies, from the Alberta Funeral Services Regulatory Board. Telephone: (780) 452-6130, or outside Edmonton toll-free - 1-800-563-4652

Your Notes:

The Memorial Society of Edmonton & District (MSED)

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Our office is open Monday, Wednesday, Thursday and Friday
From 9:00 am - 2:00 pm (Mountain time zone)

There are three Funeral Homes contracted by the Memorial Society of Edmonton & District:

Appel Funeral Home

Central Memorial Chapel
10530 - 116 St. Edmonton AB T5H 3L7
Phone: 780-454-8088 Fax 780-454-8130
<http://www.appelfuneralhome.com/>

Foster & McGarvey Ltd.

10011—114 St. NW
Edmonton AB T5K 1R5
Phone: 780-428-6666 Fax: 780-425-5678
<http://www.fostermcgarvey.com/>

Serenity Funeral Services

5311 - 91 St.
Edmonton AB T6E 6E2
Phone 780-450-0101 Fax 780-450-9248
<http://serenity.ca/>