

## What To Do When a Death Occurs

Assuming that the deceased is a member of a memorial society, and that the Designation Form has been filed with the funeral director, there still remain numerous details to be dealt with, many of which can be taken care of by friends. 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 the others as they are taken care of.

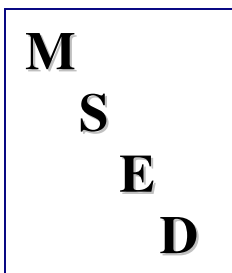
NOTE: Some items, such as the list of family members and friends, may be prepared in advance, and clipped to this checklist to be used when needed. You will find that both the Government of Alberta regulations and the requirements of the funeral director are intended to ease the process of making arrangements. The MSED Designation Form will also help you.

- ❑ Call the funeral director to arrange a meeting appointment. A telephone call is all that is necessary at first, advising the name of the deceased, and 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 take over in contacting the hospital or Medical Examiner's Office to learn when the body will be released. When meeting with the funeral director, the decision can be made as to time and place of funeral or memorial service(s). Take with you the Designation Form, if available, the birth certificate and marriage certificate of the deceased, and any documentation regarding prepayment of the funeral service and/or cemetery plot. Ask the funeral director to supply you with several copies of the Death Certificate. You will be surprised how often a notarized one is needed!
- ❑ Make a list of immediate family, close friends, and employer or business colleagues. Notify them by phone, if appropriate.
- ❑ Select and notify pall bearers and honorary pall bearers, if desired.
- ❑ Notify lawyer and executor.
- ❑ Plan for disposition of flowers after funeral, e.g. hospital or nursing home.
- ❑ If flowers are to be declined as gifts, decide on appropriate memorial to which gifts may be made, such as church, library, school, or some charity. Naming the Memorial Society as a recipient would be deeply appreciated, and would help us to aid others.
- ❑ Write (or make notes for) the obituary. Often includes some or all of the following: age, place of birth, date of death, cause of death, occupation, college degrees, memberships held, military service, outstanding accomplishments, list of survivors in immediate family, or other appropriate information. BUT, remember lengthy obituaries can be expensive.
- ❑ Arrange for someone to remain at home during a funeral service (it is a favorite time for thieves to attempt break-ins).
- ❑ Arrange for family members or close friends to take turns answering the door or phone, keeping a notebook beside the phone to record all calls.

- ❑ Arrange for appropriate child care.
- ❑ Coordinate the supplying of food for the first few days.
- ❑ Consider special needs of the household, such as cleaning, which might be done by friends.
- ❑ Arrange hospitality for visiting relatives and friends.
- ❑ Prepare a list of distant people to be notified by letter and/or printed notice, and which to send to each.
- ❑ Prepare a list of persons to receive acknowledgments of flowers, calls, etc. Send appropriate acknowledgments.
- ❑ Check carefully all life and casualty insurance and death benefits, including CPP benefits (these must be applied for), and affiliations (credit union, trade union, fraternal, military, motor association,. etc.)
- ❑ Check promptly all debts and installment payments. Some may carry insurance clauses that will cancel them. If there is to be a delay in meeting payments, consult with the creditors and ask for more time before payments are due.
- ❑ If deceased was living alone, notify utilities and landlord, and tell post office where to send mail. Take precautions against thieves.
- ❑ \*\*\*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:

Prepared by



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