

What To Do If A Death Has Occurred

Since most deaths occur in health care institutions such as hospitals and nursing homes, the attending staff may provide you with some preliminary information. If the death occurs at home, please notify the physician or attending registered nurse (if the death was unexpected or if there are any peculiar circumstances, phone the Police immediately). If the deceased was under hospice care at home, they should have left some basic information for you to follow. No matter what circumstance, our brief checklist will help you along the way.

First Step: Initial Contact

- Contact Doctor, Nurse, Coroner or Police if necessary
- Contact Cremation Help by phone at 905-512-5799 – we are available 24 hours / day.
 - When you call, we will ask you these questions:
 - What is the full name of your loved one who died?
 - Where did your loved one die? And are they still at that location?
 - Who is the next of kin and what is their contact information?
 - What is your name and your contact information (if you are not the next of kin)?
 - Does your loved one have a pre-arranged funeral with our firm?

Second Step: Completing Funeral and / or Cremation Arrangements

- If you do not have a pre-arranged funeral with our firm, you will need to go to www.cremationhelp.ca to complete our online arrangement process.
- For the online arrangement, we will ask you to have information and items that we need to complete the arrangements such as:
 - Vital Statistical information for your loved one including:
 - Date and place of birth (city and province)
 - Parents names, including mother's maiden name
 - Marital status and spouse's full name
 - Education information
 - Social Insurance number
- Deciding on the location of the services- your church or other facility that is appropriate for hosting services
- Contact the Clergy / Celebrant / Officiant who will be presiding at the service
- Set the time for the service
- Compose obituary if you wish– the information needed includes: a photo, age, place of birth, list of surviving family members, list of predeceased family members (if desired), occupation, education, memberships, military service, hobbies and activities, the details of the service, donations to a particular charity (if desired)

Third Step: After the Arrangements and Before the Service

- Prepare a list of family, friends and business colleagues to be notified
- Notify all organizations such as church, groups and associations
- Start a notebook or list to keep a record of visitors, flowers and other gifts that are delivered to you

Cremation Help by Dermody's - 905-512-5799 - 24 Hours

- People will let you know “Please let us know if there is anything that we can do” so be prepared (and don’t feel bad) to accept this generosity – make a list of items and tasks such as meals (let them know if there are any special food allergies), household duties (including cleaning or mowing the lawn) and transportation (for out of town family or friends or even picking up kids from school) – again don’t feel bad accepting this help, your friends want to help but usually don’t know what to offer
- Arrange for child care (if necessary) although we strongly suggest that all family members be present at the service

Fourth Step: After the Service

- Set an appointment with a Lawyer or After Care Specialist to help you get organized to settle the estate and will assist you in filling out forms and contacting the appropriate agencies, including:
 - Notifying the bank of the death
 - Notifying insurance companies
 - Contacting the lawyer if necessary
 - Cancel credit cards and driver’s license, and submit phone number to Do Not Call lists
 - Create a list of people and organization to send thank you cards to – consider sending a copy of the memorial folder to those who were not able to attend the service – we will provide you with 20 thank you cards, let us know if you need more

If you have more detailed questions on what steps to take next or if you are ready for us to assist you, call 905-512-5799 any time, day or night – we are here to help you.

Bill Dermody, Owner
Cremation Help by Dermody's
info@cremationhelp.ca
905-572-7900

Funeral Planning Checklist

Recording Personal Information (needed by Cremation Help)

- Full legal name
- Residence
- Date of birth
- Place of birth
- Social Insurance number
- Occupation
- Business or industry
- Marital status
- Spouse's full name
- Father's name
- Mother's maiden name
- Next of kin / Executor's full name
- Next of kin's address
- Next of kin's relationship

Making Service Choices

- Choose a funeral home
- Set time & date of service
- Choose location of service
- Choose burial or cremation
- Request preparation and embalming
- Choose family viewing or visitation
- Decide if jewelry is to remain or return
- Supply clothing for deceased
- Select photographs to be displayed
- Select musical selections, hymns & solos
- Select scripture or literature to be read
- Compose & submit obituary
- Choose charity to direct donations to
- Display religious or fraternal items
- Arrange location & food for reception

Making Specific Selections

- Select casket or cremation container
- Select burial vault or cremation urn
- Choose cemetery
- Select burial or cremation plot
- Decide whether above or below ground
- Select memorial grave marker & inscription
- Select memorial register
- Select memorial folders & acknowledgment cards
- Choose floral arrangement

Participants

- Clergy or officiant
- Organist or other musical
- Pallbearers
- Family or friend to perform eulogy
- Family or friend to read scripture or participants

Transportation

- Transfer from place of death to funeral home
- Funeral coach
- Clergy car
- Family limousine
- Pallbearer limousine
- Funeral Escort

Documents to Locate

- Will
- Deed to cemetery plot
- Birth certificate
- Marriage certificate
- Citizenship papers
- Insurance policies
- Bank documents
- Title to property
- Vehicle ownership
- Tax returns

People to Contact

- Extended family & friends
- Doctor (G.P. or Specialist)
- Accountant
- Lawyer
- Employer
- Insurance agent
- Creditors
- Clubs, unions & organizations
- Financial advisor / banker
- Bereavement counselor if needed

Pay for the Following Services

- Funeral service
- Cemetery plot, perpetual care & interment fees
- Grave memorial, inscription & installation
- Service participants
- Newspapers
- Death Certificates
- Flowers
- Food / catering for reception
- Hospitals
- Ambulance

Personal Data of Deceased

- Elementary school attended
- High school attended
- University attended
- Military record
- Family & professional history
- Offices or positions held
- Accomplishments: personal & professional
- Citations
- Hobbies, activities and interests
- Charities & other special requests

Please note: the preceding list is only a guideline; actual arrangements will be unique to each individual.

Funeral / Celebration of Life Planning Checklist

The First Step: Statistical Information		
Deceased's Surname:	Given Names:	
Address:		
City:	Province:	Postal Code:
Marital Status:	Spouse's Name:	
Occupation:	Industry:	
Birthdate:	Birthplace:	
Father's Name:	His Birthplace:	
Mother's Name:	Her Birthplace:	
Executor: Relationship:		
Address:		
City:	Province:	Postal Code:
Phone:	Email:	
Other Contacts:	Phone:	
Other Contacts:	Phone:	
Other Contacts:	Phone:	
Doctor:	Phone:	
The Second Step: A Time To Honour And Remember - The Service		
Service Location:	Clergy:	
Burial / Cremation / Entombment	Details / Location:	
Circle all that apply: public visitation / private family viewing / witness cremation / reception		
Music 1:	Music 2:	
Solo:	Prelude / Postlude:	
Eulogist:	Readers:	
Other Participants:	Other Participants:	
Casket: Metal / Solid Wood / Cloth / Rental	Urn: Bronze / Steel / Solid Wood / Ceramic	
Notes:		

Cremation Help by Dermody's: A Celebration of One's Life!

This worksheet should be filled in as a family group if possible. All blanks do not have to be filled in, this is only an outline and to be used as a guide to make the funeral service as meaningful as possible. Please have it ready when planning the funeral with the person conducting the service (ie. Clergy, Officiant, etc.)

Nicknames	(from spouse)	(from parents)	(from children)
	_____	_____	_____
	_____	_____	_____
	(from grandchildren)	(from friends)	(from others)
	_____	_____	_____
	_____	_____	_____
Hobbies:	_____	_____	_____
	_____	_____	_____
Sports:	_____	_____	_____
	_____	_____	_____
Memberships	_____	_____	_____
	_____	_____	_____
Clubs, etc.:	_____	_____	_____

Favourites

Scriptures,	Books &
_____	_____
Poems, etc.:	Movies:
_____	_____
_____	_____
Hymns:	Music:
_____	_____
_____	_____
Vacation:	Retreat:
_____	_____
Places:	Places:
_____	_____
_____	_____
Clothes:	Outings:
_____	_____
Outfits:	Restaurants:
_____	_____
Other Comments:	_____

Family and Friends Participation

Eulogy:	Readings:
_____	_____
_____	_____
Singing:	Play Music:
_____	_____
_____	_____
Other:	Other:
_____	_____