



Arrangement Conference Checklist

I want to assure you that the staff at McComas Funeral Home is committed to making sure that you receive all the support you need during this difficult time. In preparation for your meeting with your Funeral Director, we have sent you this checklist to help guide you. It is possible that you have already reviewed this checklist over the phone. If so, please use this document as a written reminder of that conversation. Please plan on spending up to 3 hours with your Funeral Director to ensure our ability to best meet the needs of you and your family.

This first section is a simple checklist of information and items that you may need to gather, with the following sections providing a more detailed explanation.

- Copy of any pre-arrangements that have been made
- Discharge papers and service record if involved in military (Form DD214)
- Cemetery property information if applicable
- Clothing including undergarments
- Photograph showing preferred hairstyle
- Photographs for DVD Video Tribute (Suggested amount 75)
- Vital Statistics – Social security number, parents' full names, mother's maiden name, place of birth, etc.
- Names and spellings of people to be mentioned in the obituary or newspaper notice
- Method of Payment (check, credit card, assignable insurance policy)

Copy of any existing pre-arrangements - Many times pre-arrangements are completed to ease the process when someone dies. These papers typically identify the scope of pre-arrangement and the amount that was pre-funded, if any.

Discharge papers if involved in military – Honorably discharged veterans are entitled to several benefits, including a flag, government-issued grave marker, and military honors if desired. In order for the funeral home to apply for these benefits, a copy of the military discharge and service record (Form DD 214) is required. McComas Funeral Home will provide our Fallen Hero Package to all of those who have served in our military or other public service capacities. <http://www.mccomasfuneralhome.com/veterans/honoring-veterans>

Cemetery property information if applicable – Please bring in any available information so we can confirm location and any charges that may be required.

Clothing including undergarments – To ensure the dignity of your loved one, please bring in modest, high necked, long sleeved, clothing including undergarments. (Shoes and socks are optional)

Photograph showing preferred hairstyle – This photograph, typically a recent photo, is used to provide guidance to the hairdresser, if requested.

Photograph for Publication – We ask that you bring in a photograph to be used in various places such as the presentation board, obituary, personalized web page and/or personalized memorial folders.

Photographs for DVD Video Tribute (Suggested amount 75) - McComas Funeral Home can custom make a DVD Video Tribute for each family we serve. To ensure timely completion of this item, please take the time to select the photos that you would like to include and bring them to the arrangement conference. We offer the DVD at no additional cost to the families who select one of our service packages. Additional copies may be ordered from our website for \$20 each.

Vital Statistic Information – To complete all necessary paperwork please have the following information available concerning your loved one who has died:

- ___ Social security number
- ___ Mother’s full name including maiden name
- ___ Father’s full name
- ___ Date and place of birth
- ___ Last school grade completed
- ___ Legal address of the person who died
- ___ Occupation – job during most of their life
- ___ Industry – Education for a teacher; manufacturing for an auto worker, etc.

Names and spellings of people to be mentioned in the obituary – It is helpful to think of all the family and friends you would like mentioned in the obituary and/or newspaper notice. Your director will work with you to create an obituary that will properly reflect and pay tribute to your loved one.

Next of Kin Policy (Cremation) – It is the policy of McComas Funeral Home to require the signatures of all legal next of kin on cremation authorization documentation.

Method of Payment – The McComas family of dedicated funeral directors is committed to serving all families when they experience a loss. We will work with you to create the best service possible without creating an undue financial burden. It is our payment policy that payment is required at the time of the arrangement conference. We offer the following options for payment:

- Cash or Personal Check
- Visa, MasterCard or Discover
- Assignable Life Insurance Policy

Insurance Documentation - Sometimes families wish to use existing individual insurance policies to pay for the funeral services selected. These policies may or may not be assignable to the funeral home for payment. If you would like us to review any policies, please bring them to your arrangement conference.

We are honored that you have allowed us to serve you during this difficult time. Please feel free to contact us with any questions or concerns that you may have. You may also visit us at www.mccomasfuneralhome.com for additional information.

Thank you,

The McComas Family

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