

## Arrangement Conference Checklist

We want to assure you that the staff of McComas Family Funeral Homes is committed to making sure you receive all the support you need during this difficult time. In preparation for your meeting with your Funeral Director, we created this checklist to help guide you. It is possible that you have already reviewed this checklist over the phone. If so, please use this as a 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 your family and you.

Some decisions that you will be making among others:

- Burial or Cremation

<https://www.mccomasfuneralhome.com/services/burial-funeral-service-packages>

<https://www.mccomasfuneralhome.com/services/cremation-funeral-service-packages>

- Location of Service

<https://www.mccomasfuneralhome.com/about-us/abingdon-funeral-home>

<https://www.mccomasfuneralhome.com/about-us/bel-air-funeral-home>

<https://www.mccomasfuneralhome.com/about-us/jarrettsville-funeral-home>

- Choose a clergy or celebrant

Celebrant Program: Our Celebrant Program will provide a trained funeral consultant who plans a ceremony that fits you and your loved one, a unique and personalized service built on the stories of a life. <https://www.mccomasfuneralhome.com/services/celebrant-services>

- Location of the reception

Catering program: McComas Family Funeral Homes offer catered receptions for your family's convenience. You may enjoy the comfort of a brunch, lunch, or evening memorial meal for your family and friends. You can also have a catered meal delivered to your home. <https://www.mccomasfuneralhome.com/services/catering>

Below is a simple checklist of information and items you may need to gather, with 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 number of photos: 75) No framed photos or albums

\_\_\_\_ Vital statistics: Social security number, parents' full names, mother's maiden name, place of birth, etc.

\_\_\_\_ Names and spelling 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 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. Information is also available to those families who wish to apply for a government-issued grave marker. McComas Family Funeral Homes will provide our Fallen Hero Package to all of those who have served in our military or other public service capacities. <https://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 cards.

Photographs for DVD Video Tribute (Suggested amount 75): McComas Family Funeral Homes 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 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 held for most of his or her 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 Funeral Director will work with you to create an obituary that will properly reflect and pay tribute to your loved one. <https://www.mccomasfuneralhome.com/obituaries/obituary-listings>

Next of Kin Policy (Cremation): It is the policy of McComas Family Funeral Homes 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, American Express, 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. We are unable to accept most government, trust, group, or annuity policies. 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](http://www.mccomasfuneralhome.com) for any additional information.

Thank you,  
The McComas Family

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