

KINGSTON BEREAVEMENT SERVICES

FUNERAL PRE- ARRANGEMENT DETAILS

The funeral is our final opportunity to say goodbye to a loved one, an occasion for family and friends to come together to support one another and an important element of the grieving process. The funeral is also important as . a reflection of the person who has died, and it may be important that the funeral is meaningful to them. Bereavement Services is aware that this can only be achieved through the completion of a pre-need funeral arrangement document describing the funeral arrangements you will require.

Funeral wishes, whether in a Will or as described below, are not legally binding after death. It is, therefore, sensible to identify who will give instructions for your funeral, so you feel confident that your wishes will be followed. It is also helpful, and often therapeutic, if your family and friends, can follow your wishes after death.

This document will enable you to price the various options, to see what costs may arise. The costs will arise in two areas. The first is "disbursements"- ***the .. sums you will pay to doctors (for cremation), the cemetery or crematorium, floral tributes, death notices and the minister/officiant fees.*** The second is for the "funeral" arrangements by the funeral director. These include the cost of collecting and handling of the body, the coffin, hearse and cars, and all arrangements. If you are using a funeral director, obtain some quotes as soon as you have decided what you require. In general, the more you use the funeral director the more expensive it will become.

Keep the following document with your Will or somewhere that is known to the person arranging your funeral. This point is important! Remember if the Will containing funeral directions was not read until ***after*** the funeral your wishes may not be met.

You can amend the following form however you wish and pages can be added should you need to do so. Please delete the sections that do not apply. We will be pleased to offer you any guidance you feel you need.

Howard Greenoff M.Inst.B.C.A. (Dip).

Bereavement Services Manager & Registrar.

DETAILS OF THE FUNERAL OF:

FULL NAME

ADDRESS

PRELIMINARY DETAILS

I have/have not written a Will

Located at

(if there is a Will, please treat this document as expanding on the wishes expressed in that Will, with the will taking legal precedent if relevant)

My next of kin is *(name/address/tel no)*

The person arranging the funeral will be

(if you have a Will, and this person is not the executor, then any executor must agree the arrangements in this document)

After your death, the person registering your death would find it helpful to have your NHS Card and/or NHS Number, details of birth or birth certificate, and details of any state pensions and allowances, including war pensions.

Please state where they can be located or who is aware of their location.

Do you wish to donate your body to medical science?

YES/NO

(if yes, this must be arranged in advance. This form will not be necessary, and you will need to discuss the funeral with whoever is using the body.)

FUNERAL DETAILS

Is it your wish to die at home? _____ If so, do you want to have your body retained at home until the funeral? _____

If you should die in hospital/nursing home, do you want your body to be returned home prior to the funeral? If so, how long for _____

In most situations, nurses lay out the body. Where it is possible, would you prefer someone else to do this, or perhaps to assist? Give name and contact details _____

Do you wish your body to be embalmed? _____
(If you choose a Woodland Burial, embalming may not be accepted. Embalming is often called "cosmetic" or "hygienic" treatment by funeral directors.)

What type of coffin do you require? _____
(Standard coffins are made of veneered chipboard, although cardboard, pure wood and wicker are available, as well as a woollen shroud (for burial only). It is advisable to check details and prices before you decide. Should you require an unusual, or artist painted coffin, details of the supplier and design must be arranged. You can make your own, if you prefer.)

On the funeral, do you want your body transported in

- A hearse
- An estate car
- Other, e.g. horse drawn hearse

Do you want a following limousine for the immediate family? _____
if preferred, they can use their own vehicles)

Bearers - Would you prefer family bearers? *(four are needed)* _____

They can also be provided by funeral director or bereavement services staff at the Crematorium.

Flowers - Do you want to leave wreath & flower choice to the mourners? _____

or: family flowers only? _____

or: no flowers

and/or donations to _____ *(this must be announced at the service)*

Obituaries - If you want your death and funeral announced in any publications, which publications?

How many entries? _____

Do you have any special requests, i.e. letter or photo to be placed in the coffin, special route for the hearse, jewellery left on your body, etc?

THE FUNERAL SERVICE

Do you require a funeral service? _____

If yes, before going to the Crematorium or place of burial, do you want a service in church or chapel first? If yes, give details _____

(There may be additional church fees, organist fees, etc to pay. If a church/chapel service is held first, a short committal ceremony will normally occur at the Crematorium or place of burial, which takes about five minutes.)

What religion/spiritual belief/philosophy will the service be based upon? _____

Do you have a minister, humanist officiate or person in mind to take the service? This can be a friend or relative if desired. _____

If you wish to guide those arranging the service, enter the following details:

Is the service open to all? _____

Any music, hymns, during service? _____

Music entering? _____

Any text or poems? _____

Any other details? _____

Do you want an address at the service about your life? If so, the text should be enclosed, or the name of who will devise or give the address entered here. _____

Is there a particular person(s) you wish to be invited to the service, which might otherwise be omitted? _____

Are there any rituals or features you want included in the service? _____

(items placed on the coffin, photograph displayed in the chapel?)

CREMATION

After cremation, where would you like your cremated remains placing? _____

If an urn or casket is required, do you require a specific type? _____

BURIAL

Your preferred place of burial _____

If an existing grave, location of deeds _____

Or: details of last burial date _____ Name _____

If new grave, grave type _____

If "Green" burial, indicate site _____

("Green" burial is where the tree is the memorial, creating woodland)

MEMORIAL

Do you have a specific memorial in mind? _____

If yes, are you sure this is permitted on the above grave? _____

Name of any Memorial Mason you have identified to supply and fix the memorial. _____

SUBSEQUENT MEMORIAL SERVICE

If you require a memorial service, or some sort of gathering, perhaps when the cremated remains are placed or a tree planted, do you have any directions to leave? _____

(Enclose the details on a separate sheet if you wish, or state where located)

COMMEMORATION

If you require a form of commemoration after your death, please state. _____

(This may include a grave memorial, book of Remembrance, etc, or may extend to a donation, endowment, gift to parish or church, or the planting of a tree. If the information is given in a Will or is confidential, there is no need to give details.)

LAST WISHES

Is there any last wish, or words unsaid you wish to say? _____

Or perhaps you wish to leave a letter. State location _____
and to whom it is addressed _____

Signed by _____

Full name _____

Date _____

The following items may be required by the executor or your family to complete your estate. If you live alone, it may be useful to state where they are located:

Marriage Certificate
Bank Account Details
Credit Cards
Hire Purchase Agreements
Mortgage & House Insurance details
Rent Books
Gas, Electricity, Water & Telephone account details
Life Insurance
Car Details
Share Certificates
Premium Bonds
Pension details
Names & Addresses of your Doctor, Solicitor, Accountant, Stockbroker, Employer.
Your full home address and previous employers.
The full name and occupation of your spouse and maiden name/names if a married woman.

FURTHER SOURCES OF INFORMATION

Where this information has not been obtained prior to a death, you are welcome to use the copies available for reference in the Cemetery Office.

- Woodland Information Site
- The Natural Death Handbook
- What to do when someone dies
- The DIY Guide to Law and Practice
- Dead Good Funerals Book
- Funerals: a Guide

The following publications are available from the Cemetery Office:

- Useful addresses and Web sites
- Charter for the Bereaved leaflet
- Cemetery Fees and Charges
- Hymns
- Coffin Suppliers
- Example of a Service Sheet

Frequently used Registrars are listed below:

Kingston Registry Office
35 Coombe Road, Kingston upon Thames,
Surrey KT13 9LN
Telephone: 020 8546 0920

Weybridge Registry Office
Rylston, 81 Oatlands Drive, Weybridge,
Surrey KT2 7BA
Telephone: 01932 254360

Richmond Registry Office
1 Spring Terrace, Richmond, Surrey TW9 1LW
Telephone: 020 8940 2651

Hounslow Registry Office
88 Lampton Road, Hounslow, Middlesex TW3 4DW

Fulham Registry Office
553/561 Fulham Road, London SW6 1ET