

Steinhaus-Holly Funeral Home & Cremation Service
Westfield, Wisconsin
(608) 296-2272

website: www.steinhaushollyfuneralhome.com

e-mail: steinhausholly@frontier.com

Arrangement Guide

This Arrangement Guide is simply a tool that can help you and your family start to gather information & organize your thoughts. We realize that not all of the information below will pertain to every family and every situation. If you have further questions, please let us know how we can help.

Items needed to bring into funeral home at time of arrangement

Clothing (including undergarments, socks, stockings or slippers, shoes are optional)

Recent picture or favorite snapshot

Jewelry and Glasses

Information needed to complete Death Certificate

How many need to be ordered? _____ (banks, life ins., property, lawyer, pension, investments & other)

Full legal name: First _____ Middle _____ Last _____

Mailing address: _____ Village _____

Township _____

Date of Birth: _____

County _____

Place of Birth (city and state): _____

Parents names: Father _____

Mother (including maiden name) _____

Marital Status: Married ___ Single ___ Divorced ___ Widowed ___

(men only) If married, wife's maiden name _____

Social Security # _____

Highest grade of education: Elem./High 0-12 _____ College 1-5+ _____

Veteran: Yes ___ No ___, If yes funeral home would need military discharge forms (DD214)

Occupation/Title before retirement: _____

Name of Cemetery: _____ City _____ County _____

Name of family contact: _____ Relationship _____

Address: _____ Phone # _____

Other items to consider for Visitation and Funeral/Memorial Service

Burial or Cremation

Place of Service: Church, Funeral Home or Cemetery

Name of Church: _____

Name of Cemetery: _____

Does a cemetery plot/grave need to be purchased

Gather pictures for collages or other pictures already in frames & albums to be set up at funeral home or church for visitation and service

Special music to be played during visitation or service

Personalization Items to be placed in casket or set up on tables for visitation and funeral (examples - favorite hat, fishing pole, woodworkings, knitted blanket)

Pallbearers - Having 6 is traditional, we will work with however many you want to use

Flowers (2 options-family can work directly with florist or funeral home can place order with florist for the family)

Clergy (If the family doesn't have a clergy, the funeral home can help arrange one)

Veteran benefits (funeral home will help arrange veteran benefits.....must be honorably discharged)

- American Flag - Folded or Draped Who should it be presented to?
- Military Honors for Veteran: Y/N (honors can be held at the cemetery, funeral home or church)
- VA Marker or Medallion (funeral home will help in applying for marker or medallion)
- Other veteran benefits may be available. This will vary with each veteran.

Luncheon: (how many people and location)

Obituary: (funeral home will help you with the format and which papers should obituary be in)

Monument/Marker already in place at cem. (If monument is already at cem. the funeral home can help arrange for the final engraving to be done. If there is no monument at all the funeral home will help refer your family to a monument dealer)

Balloon release (balloons can be released from funeral home, church or cemetery)

Dove release (funeral home will help arrange this option, weather permitting, there may be a cost involved)

Information that may be needed in obituary

Full name (nickname), age, residence of what city & state, date & place of birth, parents names, date and place of marriage, personal history (education, employment history, military involvement, organizations, hobbies etc...only put in what information you feel is necessary), names of survivors (spouse, children, grandchildren, great grandchildren, parents, sisters, brothers, other relatives) names of those who have preceded in death, funeral, visitation and burial info., information on a memorial if one is going to be established.

It is not uncommon today to have a picture, poem, thank you or a personal message in the obituary

Reminder: Most papers charge by the length of obituary

Use the space below to write down any questions that you may have or to start composing the obituary.