



# DUNWOODY JEWISH

CEMETERY

ORTHODOX • CONSERVATIVE • REFORM • UNAFFILIATED

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## Arrangement Meeting Checklist

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We extend our heartfelt sympathy and support to your family during this challenging time.

We are committed to making this process as stress-free as possible for you. We will be with you every step of the way to offer guidance and assistance as you pay tribute to your loved one.

Our aim is to establish your trust throughout the process, and we want you to know that we will continue to support you and your family long after the services are over.

Our primary objective is to help you create a meaningful event that celebrates the life of your loved one. We understand that decision-making can be tough, so we won't rush you through the process. We will take as much time as necessary to ensure that the service we plan is unforgettable and honors your loved one's life in the best possible way.

Please keep in mind that not all choices must be made during the initial meeting. This is your opportunity to examine all available options and to learn about your loved one's desires.

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## Meeting Purpose

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Our primary goal in this session is to gather comprehensive information about your loved one to create a personalized service that pays a beautiful tribute to their life. Additionally, we will handle all necessary paperwork and details on your behalf.

The following are some of the areas we will discuss:

- Preparing and submitting the death certificate
- Arranging the service
- Choosing funeral or cemetery merchandise
- Drafting an obituary notice
- Signing any mandatory documents

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## Checklist

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The following is a guide to assist in completing the necessary legal documents and final arrangements for your loved one, as well as to help with their obituary.

**If you are missing any of this information, please don't worry.** We can acquire it in the days to come. This is only a checklist to help you become more organized.

### Overview Information:

Full Legal Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Date of Passing: \_\_\_\_\_

Location of Passing: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

**Appearance / For Your Loved One:**

Clothing \_\_\_\_\_  
Undergarments \_\_\_\_\_  
Socks \_\_\_\_\_  
Shoes \_\_\_\_\_  
Jewelry \_\_\_\_\_  
Eyewear \_\_\_\_\_  
Dental \_\_\_\_\_

**Arrangements:**

Recent Photo/s \_\_\_\_\_

15+ Printed Photos \_\_\_\_\_  
*(important and touching photos throughout the years for memorialization)*

Video \_\_\_\_\_  
*(if applicable)*

Armed Forces Info \_\_\_\_\_

Pallbearers \_\_\_\_\_  
*(if applicable)*  
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\_\_\_\_\_  
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\_\_\_\_\_  
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\_\_\_\_\_  
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## For The Obituary

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We are happy to help you write an obituary if you would like.

Here is some information to consider/provide:

- City/State/Date of Birth
- Education history
- Work History
- Achievements/Recognitions/Special Accomplishments
- Important Causes
- Organizations/Memberships
- Place of Worship and/or Religious Affiliation
  
- Spousal Information
- Place/Date of Marriage
  
- Mother's and Father's Name (include maiden name)
  
- Those who preceded your loved one in passing
  
- Names of surviving relatives and their cities of residence  
    Include children, siblings and number of grandchildren / great-grandchildren
  
- Any other information