



CHECKLIST FOR A FUNERAL CEREMONY

PLANNING

First things first



<input type="checkbox"/> We are clear about our objectives for this ceremony
We have identified:
<input type="checkbox"/> About whom? The deceased , her/his life and relationships
<input type="checkbox"/> By whom? Close family and friends are responsible for crafting/presiding/organizing
<input type="checkbox"/> With whom? Who participates/is invited
<input type="checkbox"/> What? Funeral
<input type="checkbox"/> When? Determine date/time/duration
<input type="checkbox"/> Where? A suitable place/setting/venue
COMMUNICATION AND CONTINGENCY
<input type="checkbox"/> We have contacted or invited all ('With whom?') noted above
<input type="checkbox"/> Participants have approved their roles
<input type="checkbox"/> If there is disagreement about how to proceed we know who makes the final decision
<input type="checkbox"/> We have contingency plans for When, Where, What



PAUSE

CREATING

Making sense (craftspeople)



We, the craftspeople, are agreed on:
<input type="checkbox"/> Why and how we ritualize our loved one's passing
<input type="checkbox"/> Deceased is at the HEART ♥ of this ceremony
<input type="checkbox"/> The deceased's key values, ideals or philosophy of life (in the case of a baby, the parents' values)
<input type="checkbox"/> Decisions confirmed (Who, What, When, Where)
<input type="checkbox"/> If there is disagreement, we have discussed the issues
CONTENT
<input type="checkbox"/> Words ♥ Homage + tributes
<input type="checkbox"/> Music
<input type="checkbox"/> Symbols/objects
<input type="checkbox"/> Gesture of separation
FORMAT
<input type="checkbox"/> Entry into ceremonial space
<input type="checkbox"/> Welcome
<input type="checkbox"/> Heart ♥ Homage + tributes
<input type="checkbox"/> Closing/exit ceremonial space > transition
<input type="checkbox"/> Social gathering
<input type="checkbox"/> Choreography/scenography
<input type="checkbox"/> Reminder list
<input type="checkbox"/> We have checked for flow and choreography



PAUSE

REALIZING

Expressing meaning



<input type="checkbox"/> Prepare setting (presider/participants)
<input type="checkbox"/> Open ceremony (presider)
<input type="checkbox"/> Ritualizing (Content + Format) ♦ Conduct (presider) ♦ Participate (all)
<input type="checkbox"/> Close ceremony (presider)
<input type="checkbox"/> Open social part of event (presider)
<input type="checkbox"/> Social gathering (all)
<input type="checkbox"/> Close event and clean up (organizer)
DURATION OF EVENT (suggested)
Ceremony (20-50 minutes)
Social gathering (1-3 hours)

This checklist is not intended to be comprehensive. Modifications to fit specific situations are encouraged.