



# FUNERAL PLANNING GUIDE

To assist in making funeral / memorial choices for immediate or future needs.  
Choices indicated in this guide will also be useful in determining the cost of  
the funeral when you are considering a pre-paid contract.

Name

Funeral Co-operative of Ottawa (FCO) Membership #

(FCO Membership provides a 10% discount)

Primary person responsible for arranging funeral

Home telephone

Cell phone

Email

Alternate person responsible for arranging funeral

Home telephone

Cell phone

Email

Name of FCO Funeral Planning Advisor (if you have one)

## TYPE OF SERVICE

Religious service

Memorial gathering (non religious)

(Attach specifications / preferences, e.g., military,  
service group, cultural or faith community)

Location of ceremony

Name of clergy / master of ceremonies

I would like to observe the mourning practices  
of my faith community (attach preferences)

## FUNERAL ARRANGEMENTS

Burial  Cremation  Aquamation

Visitation  yes  no

Casket or urn present  yes  no

open casket  closed casket

Religious service  yes  no

Casket or urn present  yes  no

open casket  closed casket

Memorial gathering  yes  no

Casket or urn present  yes  no

open casket  closed casket

Cremation ashes  to be buried

to go to columbarium  to be given to family

Other (eg., private service, retention of ashes, etc.)

## MERCHANDISE / SERVICES

Purchase casket  Lease casket

Purchase urn  Urn supplied by family

Pallbearers supplied by FCO

Pallbearers supplied by family (usually 6 required)

1.

2.

3.

4.

5.

6.

Funeral Director(s) may be required to attend services. A charge for  
professional attendance will apply. Please refer to OFB regulations at  
[www.funeralboard.com/public](http://www.funeralboard.com/public) or consult our funeral director

## TRANSPORTATION PREFERENCES

### *Vehicle required*

- To service or memorial gathering  
 To cemetery  
 Vehicle service not required

### *Type of vehicle required*

- Hearse  
 Lead car  
 Limousine for family

Other cortege requirements (e.g. flags, guard of honour, etc.)

## FLORAL TRIBUTES AND DECOR

- Flowers  
 No flowers  
 Rental flowers

Preferred decor / choice of bouquet

- FCO to arrange  Family to arrange

## PREFERRED READINGS

Prayers, poems, meaningful passages, etc. (Attach list)

- FCO to design and print order of service  
 Family to design and print

## MUSIC

Pre-recorded traditional or contemporary music  
(attach list if required)

- FCO to arrange  Family to arrange

*Live music* ( e.g. soloist or choral groups, harp, bagpipes,  
organ, piano, guitar, chamber music, etc.)

- FCO to arrange  Family to arrange

## ADDITIONAL REQUIREMENTS

- Display photographs, paintings on easel  
 Screening of video and /or photographs  
 Professional audiovisual recording of  
service or tele-feed to remote location

### *Other*

(e.g. contributions to eulogy, decorations, awards,  
mementos, professional symbols, etc.)

## AFTER SERVICE CHOICES

FCO can suggest locations for memorial gatherings and receptions  
in Ottawa and Eastern Ontario if required.

### *Location for reception*

- No reception  
 Same location as service / memorial gathering  
 Guest reception to take place separately at

1st choice

2nd choice

- Catering arranged by FCO  
 Catering arranged by family  
 Liquor licence required

Preferences (food, traditions, cultural practices, etc.)

## PERSONALIZED TRIBUTES

Candles, in memoriam cards, jewellery, and other  
tributes can be purchased through FCO. Please discuss  
with Funeral Director.

## OBITUARY / NOTIFICATIONS

None required

Pre-written and attached

To be prepared by

FCO to prepare obituary

Suggested places to publish obituary notice  
(e.g. newspapers / newsletters)

Affiliated groups / organizations

(e.g., union, service club, professional organization, military)

## IN MEMORIAM DONATIONS TO

1.

2.

3.

## CEMETERY

Plot / niche purchased

Location

Plan to purchase plot / niche

Location

Headstone / monument purchased

Headstone / monument planned to purchase

Details (e.g. images, inscription on monument)

Family to make arrangement for ashes

Preferences (burial, columbarium, scattering, etc.)

## VIRTUAL CEMETERY

A repository of memories and tributes can be created and posted to an online memorial website. This can include photos, readings, music, eulogies, etc. FCO staff can suggest sites or family may research options which would best meet their requirements.

# IMPORTANT INFORMATION A FAMILY WILL NEED WHEN CLOSING AN ESTATE

(Attach separate lists if required)

Name of lawyer

  

Location of passports, health cards, credit cards, etc.

  

Location of will

  

Location of valuables (jewellery, art, silverware, coin collections, heirlooms, etc.)

  

Executor of will

  

Passwords for personal computer sites (Facebook, other social media, email, Paypal, on-line banking, etc.).

  

Location of powers of attorney

  

Other passwords (office and home security systems, home safe, telephones, laptops, etc.)

  

Bank account and credit card numbers and passwords

  

Business contacts /contracts if relevant

  

Location of safety deposit box (keys / numbers)

  

Physicians and health care providers

  

Name of financial planner / accountant

  

Information about pet care, veterinarian, etc.

  

Location of financial documents

(recent income tax statements, tax receipts, investment certificates, mortgages, life insurance policies, credit notes, etc.)

  

Other important information

  
  
  

Home and car insurance carrier and policy numbers