



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

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
 Donation to science

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 Rent 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 BAO regulations at
www.thebao.ca or consult our funeral director.

TRANSPORTATION PREFERENCES

Vehicle required

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

Type of vehicle required

- Coach (A.K.A. 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.

The following information is required when a death occurs. Fill this out ahead of time so that your family will not have to complete these questions.

Name at birth

Sex Date of Birth yyyy/mm/dd

Place of birth

SIN (optional)

Marital status: Single Married

Widowed Divorced Common-law

Current address

Spouse or partner's full name (if applicable):

Type of work done most in life

Type of business/industry worked in most of life

Parent name

Birthplace of parent

Parent name

Birthplace of parent

Parent name

Birthplace of parent

Parent name

Birthplace of parent

**IMPORTANT INFORMATION A FAMILY WILL NEED
WHEN CLOSING AN ESTATE**

(Attach separate lists if required)

Name of lawyer

Location of will

Executor of will

Location of powers of attorney

Bank account and credit card numbers and passwords

Location of safety deposit box (keys / numbers)

Name of financial planner / accountant

Location of financial documents

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

Home and car insurance carrier and policy numbers

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

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

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

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

Business contacts /contracts if relevant

Physicians and health care providers

Information about pet care, veterinarian, etc.

Other important information