

DATE:

INSTRUCTIONS

TO COMPLETE 5.3

Use this form to record the existence of, and instructions for, any memorial remembrances you have. State to whom they should be given and when, where to locate them, and specific instructions you have.

Use the A-Z index to prompt your thoughts and follow the instructions written in italics on the worksheet and record your wishes. Note what is important to you and what you have already planned. Use this form as a guide. Only complete the details that are important to you. Revisit your form and change/add details as often as you wish.

Tick the columns to record how important an issue is to you, whether or not you already have arrangements. Record how important each arrangement is to you using the following scale:

Tick the degree of importance of each item to you using this scale:

1 = no importance at all **2** = not that important **3** = fairly important **4** = very important

In the final column note your preferences for various items. Record details of prepaid or pre-arranged items and where the required paperwork is stored for these arrangements.

MY DYING WISHES <i>(Suggestions of things you may wish to record are provided. Add anything that is important to you.)</i>	IMPORTANCE TO ME				ARRANGEMENTS ARE MADE		MY PREFERENCES <i>(Record information about each item and how you want it performed if this is important to you. If you are unsure or don't care leave it blank.)</i>
	1	2	3	4	YES	NO	
Funeral home <i>(Record name & contact details)</i>							
Funeral director <i>(Record name & contact details)</i>							
Prepaid funeral plan <i>(Record details and location of prepayment deeds)</i>							
Funeral notification <i>(e.g. Are there special places, people to notify of your death?)</i>							
Obituary (death notice) <i>(e.g. Where should notice go? What should it say?)</i>							
Coffin/casket choice <i>(e.g. wooden, casket, basket, shroud, life art, recycled box, etc.)</i>							

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	1	2	3	4	YES	NO	
BURIAL DETAILS							
Burial clothing <i>(How you want to be dressed? e.g. own clothes, robe, suit, hair, makeup, jewellery)</i>							
If it's possible, may people view your body? <i>(e.g. family only, pre-funeral viewing, open casket)</i>							
Photograph for display/ memorial <i>(Do you have any photos you really like?)</i>							
Cemetery details <i>(e.g. name, address, and plot section & number)</i>							
New/existing grave <i>(e.g. family plot, prepaid plot section & number)</i>							
Location/Plot No.							
Type of burial <i>(e.g. earth, crypt, mausoleum, embalming)</i>							
Headstone/Plaque <i>(e.g. type of memorial piece, burial rites and remains returned to country, etc.)</i>							
Inscription on headstone							
Special wishes <i>(e.g. any items you wish to be buried with)</i>							

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	1	2	3	4	YES	NO	
CREMATION DETAILS							
Urn details							
What should happen to your ashes?							
Any memorial <i>(include inscription)</i>							
FUNERAL SERVICE							
Type of funeral service <i>(e.g. religious, memorial (without body), graveside, mass, rosary, private, committal, no service)</i>							
Funeral service location <i>(e.g. church, worship centre, chapel, garden, beach, oval, etc.)</i>							
Person to lead service							
Transportation <i>(e.g. hearse, carriage, funeral route, etc.)</i>							
People to carry your coffin <i>(pall bearers) (Record names and contact details of each person)</i>							

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	1	2	3	4	YES	NO	
FUNERAL SERVICE							
Coffin at service <i>(e.g. position of coffin, open/closed, before/during service, etc.)</i>							
Covering/items on coffin <i>(e.g. flag for veterans, memorabilia, photos, personal items, etc.)</i>							
Memorial register, card booklet, photo <i>(e.g. book to record name and jot a memory of the person, etc.)</i>							
Military, social service members to invite <i>(e.g. record names & email or phone numbers for these people)</i>							
Indigenous 'sorry business' wishes <i>(e.g. Indigenous song, dance, ritual, country for return of remains if desired, etc.)</i>							
Scripture, readings, poems, prayers <i>(e.g. make a list of your favourite readings, verses, etc.)</i>							
Who should read them <i>(e.g. your family, friend, loved one, pastor/priest, etc.)</i>							
Flowers <i>(e.g. discretion of family, no flowers, gift in lieu of flowers)</i>							

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	1	2	3	4	YES	NO	
FUNERAL SERVICE							
Music, songs, hymns, chants, to be sung <i>(e.g. list favourite music, hymns, songs vocalists to sing them, etc.)</i>							
Memorial donation <i>(e.g. Do you want people to give a memorial donation to a charity?)</i>							
Preferred charity/charities <i>(e.g. record the charity/cause you would like donations to go to.)</i>							
Eulogy <i>(e.g. who should prepare and deliver it? Have you any documents prepared? etc.)</i>							
Venue for post funeral gathering <i>(e.g. Do you have a place organised? A favourite spot?)</i>							
Honouring me after death <i>(e.g. Do you prefer a gift to a charity/ cause, an object such as memorial bench, a tree, perpetual trophy, scholarship, a ritual, no honours, etc.)</i>							

MY REMEMBRANCES <i>(Any remembrance item such as personal belongings, heirlooms, sentimental items, letters, etc.)</i>	IMPORTANCE TO ME				ARRANGEMENTS ARE MADE		MY PREFERENCES <i>(Record all remembrance/memorial items, state the person/s to receive them, where the items are stored and access details, when they should it be given, and any relevant instructions.)</i>
	1	2	3	4	YES	NO	
Cards/Letters <i>(e.g. a farewell card, letter, photo for loved ones)</i>							
Collections <i>(e.g. collections of stamps, dolls, antiques coins, etc.)</i>							
Gifts <i>(e.g. Do you want to gift any items such as handmade goods?)</i>							
Memory box <i>(e.g. favourite recipes, notes, music, items that share moments in time, etc.)</i>							
Photo albums <i>(e.g. favourite photos preserve memories.)</i>							
Video <i>(e.g. video stored or uploaded & sent electronically for a specific date/event of your choosing.)</i>							
Spiritual <i>(e.g. document practices, prayers, music, verse, song, scriptures that helped you throughout life)</i>							