SAMPLE FUNERAL HOME/DIRECTOR INFORMATION SHEET

(To Be Completed by the Family)



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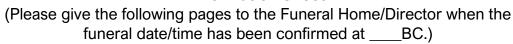
FUNERAL HOME/DIRECTOR INFORMATION SHEET (To Be Completed by the Family)

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Information for the Funeral Home/Director

*To be completed by the family.

Funeral Home/Director





A.	Preferred Funeral Home & Director:				
B.	 it is the responsibility of the Funeral Home/Director to Arrange for placement of the body (1 hour prior to the start of the visitation hour) Care for the family prior to the beginning of the funeral service Guide and direct the family to the designated "gathering area" withinBC as mentioned above Give instructions and guide the family and guests for the recessional after the funeral service has concluded Lead the funeral procession to the cemetery 				
C.	Preferred Location of Funeral Service?				
D.	Cemetery Burial/Internment Location: Burial/Graveside Service? Before Funeral (Location:) After Funeral (Location:) No Burial				
Ε.	Cremation? Yes No				
F.	Viewing/Visitation? YesNo				
G.	 When Meeting with the Funeral Director, Please Bring A completed copy of theBC Bereavement Manual to be left with the Funeral Home staff. Military Discharge Papers (DD-214) If Applicable Clothing (full garments) to be placed on your loved one for burial A Photo of Your Loved One Insurance Policies (if you are using insurance to secure & fund the funeral) 				

6. Any questions you may have for the Funeral Director

*To be completed by the family.



H. Questions for the Funeral Director Our family has the following questions for the Funeral Director/Staff:

١.	Requested Date, Time, and Location of Funeral Particulars: *The requested date and time must be confirmed with the Pastor before finalizing					
	1. Req	e/time with the funeral home. uested Service Date/Time e/Time	Optional Service			
	Date	e:	Date:			
	Tim	e:	Time:			
	2. Des	ired Location of Family Visitat	ion			
J.		Visitation (Requested Date, Ti				
		uested Date/Time	Optional Date/Time			
		e:	Date:			
	Tim	e:	Time:			
K.	Repast Is a repast desired and requested? Yes No If "Yes"					
	1. Plea	ase see page of the BC	Funeral Guide for repast information.			
	□ <u> </u>	Baptist Church amily Home (Address of Home:	lease check which one applies.)			
		uested Date/Time of the repase:	st? Time:			
	4. Opt	• • • •	our requested date/time is not available)? Time:			

*To be completed by the family.

L. Funeral Service Bulletins

Families are asked to work with the funeral home/director for the provision of the funeral bulletins. However, the order of worship and worship service participants must be approved by the Pastor before the funeral bulletins are finalized and printed.

Open/Closed Casket Funeral Service All Baptist Church funeral services are closed casket. The casket may be open for viewing prior to the start of the funeral. However, it must be closed before the processional can take place.					
N. The funeral vehicles are asked meet at the following address where family be gathering prior to leaving for the funeral:					
Family Contact's Cell Phone #:					
P. Parking for the funeral home vehicles is reserved In front of the Main Sanctuary EntranceOther					
Upon arrival at Baptist Church, the family will be					
gathering in The Fellowship Hall The Chapel Other					
Worship Service Processional Participants: 1. # of Paul Bearers: 2. # of Flower Bearers: 3. Organizations: aMilitary bFraternity					

^{*} Masonic, Eastern Star, Sorority, Military, are Fraternal organizations are required to request and receive prior approval and clearance from the Pastor BEFORE make any plans for participation in the wake, Homegoing service, burial or repast without prior approval and clearance from the Pastor.

*To be completed by the family.



- S. Funeral seating is designated as follows in the ____BC sanctuary:
 - The Family is/is not permitted to be seated on the first row of _____ Baptist Church
 - Family (left side facing the pulpit)
 - Paul Bearers (Right Side facing the pulpit in front of the Flower Bearers)
 - Flower Bearers (Right side facing the pulpit behind the Paul Bearers)