

WISHES AND MEMORIES

Your voice. Someday this booklet will speak for you. By taking a moment now, you can make it speak well. Just follow the instructions.

The result will be a clear record of your funeral wishes, a source of important documents for legal and public records, and a permanent keepsake of your fondest memories to speak to future generations.

Preparing the booklet now is a thoughtful gesture your family and friends will appreciate. You'll notice that certain information is requested more than once. This is because funeral duties are typically divided among several participants. Your patience now will ease their tasks when the time comes.

Please store the completed book in a safe but public place in your home. Everyone in your family should know exactly where to find it quickly and easily without a key or the distress of a search.

Your efforts now will lighten your loved ones' burden and ensure that your funeral wishes are honoured.

To my loved ones

I wanted to spare you as much anxiety, grief and expense as possible at the time of my death, so in this booklet I've suggested some arrangements in advance. I hope they relieve some pressure at this difficult time.

This booklet is divided in two. The first section includes vital statistics, funeral service guidelines and cemetery requests, all important to the funeral director while planning the details of my service.

The second section is more personal and provides material for eulogies, obituaries and other remembrances.

Please accept these arrangements in the spirit they are given: With love, hoping to soothe your hurt and help you remember the best times we shared.

Signature	Date
Witness	Date

Section one: Information for the funeral director

When this section is thoroughly completed, the funeral director will have all the information needed to assist your family in making final arrangements as easy and as meaningful as possible.

Specifically, the section will help your funeral director identify the people responsible for making funeral arrangements, file necessary papers, guide your family's claims for survivors' benefits and arrange the details of your funeral with clarity on key matters.

First person to be notified upon my death:

Name	
Street address	
Telephone number	
Email address	
Relationship	

Vital statistics about me:

Name	
Street address	
Telephone number	
Date of birth	
Place of birth	
Identity No.	
Citizen of what country	
Occupation	
Employer	
Name, address, telephone number and email address	
Income Tax no.	
Marital Status	
Place and date of marriage	
Maiden name	

Name, email, telephone no and ID of spouse	
My father's name and if he's alive or not	
My mother's name and if he's alive or not	

My preferences for the service:

Preferred funeral director	
Place of service	
Clergyman or lay person	
Special requests	
Glasses (remove or leave on)	
Jewellery (remove or leave on)	
Clothing (Purchased or selected)	
Names of pallbearers	
Lodge, society or fraternal organisation	
Music	

Cemetery instructions:

Following are my wishes regarding the final disposition of my remains.

Name of cemetery	
Location	
Clergyman or lay person	
Site, crypt or niche owned?	
If yes, specific location	
Final disposition	
<ul style="list-style-type: none"> • Earth burial • Mausoleum entombment 	

• Cremation/Inurnment	
• Other (please specify)	
Memorial tablet	
Type	
Inscription	

Section two: Information for the media, family and clergy

A funeral should honour the life lived. And because your life is unique, its memorial should evoke your distinctive qualities.

This section will help participants in your funeral focus on how you wish to be remembered. Afterward, it will be a treasured keepsake of your life. You may wish to use a video or audio recorder to tape your responses, and perhaps have a family member interview you.

Information for the newspapers:

In times of grief, survivors can overlook information crucial to a well-written obituary. Your thoughtfulness here will provide a complete record for their use (use an annexure to insert all the information).

Spouse, widow or widower of	
Place of death	
Date of death	
Children and their places of residence	
Grandchildren and their places of residence	
Brothers and their places of residence	
Sisters and their places of residence	
Place of birth	
Date of birth	
Education	
Married	
Wedding Date	
Religious affiliation	
Clubs and lodges	
Information about employment	

Personal remembrances and life review for the funeral and eulogy:

I would like the following religious beliefs expressed at my funeral:

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Some significant accomplishments in my life

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One of my fondest memories

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One of the greatest inspirations in my life

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If I could live my life over again, I would

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Occupation

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Employer

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Business Associates

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Hobbies

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Favourite Places

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Religious affiliation

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House of worship

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Address

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Member since

Religious Activities and Offices held

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Organisations (service clubs, lodges, societies,

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Organisation activities

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My favourite poem or scripture

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My favourite song or music

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My favourite flower/s

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My favourite colour/s

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My unfinished work

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My pets

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My favourite things

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I want my family to remember me for

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A message for my family and friends

Location of important papers:

We all accumulate important papers. Some have sentimental value, such as graduation certificates, letters from loved ones, commendations from fellow workers or employers, etc. Others have financial value, such as stocks and bonds, wills, savings account passbooks, deeds, and insurance policies.

You can spare your survivors the distress of searching for important papers (and the anxiety of fearing somethings still missing) simply by storing them in a safety deposit box, or lever arch file, etc, and tell your loved ones **where everything is stored**.

This is what you should store in a safe place:

Birth and marriage certificates, marriage contract, last will, Insurance Policies, Bank records (with reference to names of banks and account numbers), listed shares, vehicle registration papers, original title deeds of fixed properties you may own, details of any pension or provident funds, amounts owed to creditors (names and account numbers – e.g. credit cards, Woolworths card, etc.)

and numbers

Friends and relatives to be notified

Everyone has special friends and infrequently seen relatives who have been particularly close over the years. By recording their names and addresses here, you can be sure these special people will be notified. Please create an annexure; listing then following for each person

Name	
Relationship	
Contact number	
Email address	

To the survivors:

A few thoughts on how to deal with bereavement.

Death is the most natural thing we do, but modern culture has made it hard to grieve naturally. We often tend to bottle our sadness inside. This only makes the process more difficult and less complete.

It's important to share your feelings of loss with others. A sensitive funeral ceremony is an important first step, but the weeks and months following are crucial, too. We urge you to seek out family, friends, clergy or a professional therapist, even if you feel you're coping well. This can be particularly important for children.

The pain of loss is a natural part of death, and it has a purpose. Properly acknowledged and experienced, your hurt will eventually subside and leave in its wake the best and most tender memories of your loved one.