



Roland Funeral Service

Bus. (712) 243-5492 or 877-243-5492

Box 192, Atlantic, Iowa 50022

Cell. (712) 249-1105, Cell. (712) 254-1266

rolandfs@iowatelecom.net

www.rolandfuneralservice.com

Essential Information Form And Suggestions for a Funeral or Memorial Celebration Plan

The following form is for your use in recording essential information and suggestions.

Throughout this planner, we have listed a variety of things that we have found helpful for families to remember when they are making funeral or memorial arrangements.

Some of the documentation is for obituary purposes, other information is necessary for vital statistics. Feel free to complete as much, or as little, of the form as you are comfortable with. Please disregard any sections that are not relevant to your needs.



Roland Funeral Service

Business (712) 243-5492 or 877-243-5492 Box 192, Atlantic, Iowa 50022
rolandfs@metc.net www.rolandfuneralservice.com

Essential Information and Suggestions for the Funeral or Memorial Celebration

PERSONAL INFORMATION

Full Name _____
Current Residence Address _____
Phone _____ Email _____
Social Security # _____ Address before Place of Care: _____
Date of Birth _____ Place of Birth _____ Sex _____ Nationality or Origin _____ Age _____
Father's Full Name _____
Mother's Full Maiden Name _____

CONTACT PERSON

Name _____ Phone _____ Relationship _____

EDUCATION Schools attended _____ Highest level attained _____

EMPLOYMENT

Where Employed _____
Type of Work _____
Length of Employment _____ Retirement Date _____
For Death Certificate: Primary Occupation _____ Type of Business/Industry _____

MARRIAGE

Marital Status: Single Married Widowed Divorced Wedding Date _____
Where Married _____

Spouse's Full Name _____ (if Maiden Name, include in parentheses) City _____ State _____ Died or Divorced Date _____

If a Previous Marriage will be recognized

Spouse's Full Name _____ (if Maiden Name, include in parentheses) City _____ State _____ Died or Divorced Date _____

WHERE LIVED?

MILITARY SERVICE

Branch of Service _____ War _____ Service Number _____ Rank _____
Enlistment Date _____ Discharge Date _____ Awards and Citations _____
Military Discharge Papers _____ Funeral/Memorial FLAG DISPLAY: triangle folded draped on casket

Military Graveside Service

Graveside Folding of the Flag? ___ Presentation (to whom?) _____ Chaplain's Prayer? ___ Gun Salute? ___

FAMILY INFORMATION

Survivors: Names & where they live: _____

Number of Grandchildren _____ Number of Great Grandchildren _____

Preceded in death by _____

MEMBERSHIPS, AFFILIATIONS, INTERESTS, AND HOBBIES

Memberships were held in the following church, civic, fraternal, or social organizations and clubs (include any offices held)

Interests and Hobbies _____
Favorite Things _____
Accomplishments _____
Memorable vacations and holidays _____
Character qualities _____

SUGGESTIONS FOR THE FUNERAL OR MEMORIAL CELEBRATION

Type of Visitation: (Check all that apply) Traditional Prayer Service Rosary

Where funeral is to take place _____

Other Organizations Other _____

Describe _____ Date & Time _____

Type of Tribute\Celebration of Life: Public Private Other _____

Describe _____ Date & Time _____

Minister/Officiate: _____

Special Readings and/or Scriptures: _____

LEGAL AND FINAL TYPE OF DISPOSITION:

Burial

Cremation

CEMETERY name and location _____

Lot Description _____

DISPOSITION OF CREMAINS:

1. Urns & Keepsake Containers (small urns, jewelry, pendants, other) _____

If choose to share cremains, among whom? _____

2. Earth Burial _____ 3. Scattering _____

MEMORIALS to be made to a particular organization ~ or made out to your family? _____

MUSIC Suggestions: _____ Clavinova, Piano, or Organ _____

Soloist _____ Other Musicians _____

Family and Friends to participate in the celebrations service _____

CASKET BEARERS

1) Name _____ Phone # _____

2) Name _____ Phone # _____

3) Name _____ Phone # _____

4) Name _____ Phone # _____

5) Name _____ Phone # _____

6) Name _____ Phone # _____

HONORARY CASKET BEARERS

1) Name _____ Phone # _____

2) Name _____ Phone # _____

3) Name _____ Phone # _____

4) Name _____ Phone # _____

5) Name _____ Phone # _____

6) Name _____ Phone # _____

Alternate Casket Bearers

Name _____ Phone # _____

Name _____ Phone # _____

Flower Committee

1) Name _____ Phone # _____

2) Name _____ Phone # _____

3) Name _____ Phone # _____

4) Name _____ Phone # _____

Flower Ideas _____

Lodges or clubs to be involved _____

Newspapers to carry obituary _____

Radio stations to carry obituary _____

Jewelry/Accessories to be worn _____ to be removed _____

Clothing to be worn _____

Others to Notify

Name _____ Relationship _____ Phone/Email _____

Address _____ City _____ State _____

Name _____ Relationship _____ Phone/Email _____

Address _____ City _____ State _____

PHOTOGRAPHS

What pictures would you like for the memory record & newspaper? _____

Would you like a video tribute? (20 pictures at no charge) _____ If so, what pictures would you like for the video tribute?

Would you like to use Rolands' tribute album and sticky notes to organize your pictures? _____ Would you like to use our tables and/or easels for displaying pictures and/memorabilia? _____ Type of music background you would like for video tribute...

Would you like to include a home-made video clip? _____ If so, consider having a copy filed at Rolands'. _____
Would you like our funeral director, Warren and/or his wife, Amy Jo to conduct an interview on a video or DVD to be enjoyed at the visitation, luncheon and/or funeral? _____

LUNCHEON SERVICES

List location: Church _____ Roland Funeral Home Community Building

Other _____

How many people do you estimate might come? _____

Do you have a suggestion of who you would like to have on a food committee to help with plans and serving (catered or brought in by family, friends, and/or church)? _____

Highlight possible food ideas: water, ice tea, hot tea, lemonade, coffee, cookies, bars, lunch meat sandwiches, veggies, cakes, salads (potato salad, fruit, garden greens, etc.) Other ideas (for instance, a family favorite recipe): _____

VISITATION Rolands' provides light refreshment suggestions ~ Do you have a favorite treat that you would like to have served along with coffee and/or tea and ice water: Example: one family brought their mother's cookie jar with an invite for friends to help themselves to the contents ~ her famous sugar cookies. _____

THOUGHTFUL REMEMBRANCES Scripture or poems enjoyed, meaningful sayings or verses you might want to include in the services. You are welcome to our suggestion file. Consider if you have items you would like to be displayed at the celebration service (For example: memorabilia which may include handiwork, artwork, a quilt, crafts, crocheting, stuffed animals, favorite t shirt, caps, trophies, scrapbooks, military uniforms, medals, etc.) _____

REMINDERS

1 Notify your funeral director. _____

2 Notify family and friends. _____

3 Notify Minister/Officiant. _____

4 Make necessary appointments. _____

5 For Funeral Planning, gather important papers and pictures. _____

6 Take clothing, jewelry, glasses, any personal items and cosmetics, if applicable, to funeral home. _____

CHECK LIST NOTES

Take heart, confusion is normal when a death occurs. Allow yourself time to rest, pray and evaluate what is needed. Exercise your freedoms in planning a funeral/memorial, you have the right to be creative in how you wish to remember your loved one. Be tolerant of your physical and emotional limits. This is a difficult time and exhaustion is a common reality. Allowing yourself to grieve is an important step towards healing.