

**Funeral
Planning
Guide.**

Australian
FUNERAL PLAN



The 7 Steps involved with preplanning your funeral are:

- STEP 1:** Providing details required by the Registrar of Births, Deaths & Marriages
- STEP 2:** Choosing the funeral venue
- STEP 3:** Your choice of either burial or cremation
- STEP 4:** Other important matters
- STEP 5:** Providing a little history for your family
- STEP 6:** Special instructions or requests
- STEP 7:** Providing helpful information for your family

STEP 2

Choosing the Funeral Venue

One of the first things you will need to decide is where you would like your funeral service to be held. The following is a list of the funeral venues available in....

Simply read through the following

1. I would like my funeral to be held at my local church.

Name of church _____

Location (suburb) _____ Denomination _____

2. I would like my funeral service to be held in the chapel of the local crematorium.

3. I would like my funeral to be held at a Funeral Home Chapel.

Many Funeral Homes have a private chapel on their premises that is available for use.

4. I would like my funeral to be held at the graveside. (burial only)

If you have decided on a burial, you will have the option of having your funeral conducted at the graveside. This is where your family and friends along with the Clergy will gather at the graveside for your funeral service.

5. I just want to be buried/cremated without any funeral service.

If you would like a simple burial or cremation without any funeral service then no funeral venue will be needed. The coffin will simply be taken from the funeral home directly to your chosen cemetery or crematorium without any family or clergy attending.

6. Other

If you would like your funeral to be held at an alternate venue that is not listed above, then simply provide details here:

STEP 3

I have decided on a BURIAL

Now that you have decided on a burial, your family will need to know certain grave details. Simply read through the following four burial options then tick your choice (**choose one only**) & answer the applicable questions.

1. I would like to be buried in the same grave as my deceased spouse. (or other deceased relative)
If there is more than one person buried in this grave then this will not be an option as there can only be two persons buried in the one grave.

In which cemetery is this grave? _____

Name of person previously buried in this grave? _____

What relationship is this person to you? _____

What is the approximate date of this person's burial? _____

What are the grave numbers of this person's grave? (If known) _____

Is there masonry on this grave? (concrete, gravel, tiles or a marble ledger) Yes No

2. I/we already own a grave that has never been used. I would like this grave to be used for my burial.

In which cemetery is the grave that you own? _____

Would you like the grave dug deep enough for a second burial? (your spouse or other relative)

Yes No

What are the grave numbers of this grave? (If known)

Is there masonry on this grave? (concrete, gravel, tiles or a marble ledger) Yes No

3. I don't own a grave. A new grave will need to be purchased for my burial at the time of my death.

In which cemetery would you like the grave to be purchased? (There is a list of cemeteries on the inside of the back cover)

Would you like the grave dug deep enough so your spouse (or other relative) can be buried with you in the same grave? Yes No

(If yes, your family will only need to buy one grave to hold both you & your spouse or other relative)

4. I would like to be buried in an above ground burial crypt.

Have you already purchased a crypt at the your chosen cemetery? Yes No

If yes, what are the crypt numbers? (If known)

I have decided on a CREMATION

Now that you have decided on a cremation, your family will need to know which cremation you would like your cremation to be held at. (If you have chosen the cremation chapel as your chosen funeral venue in step 1, that's where your cremation will be held, simply tick the same cremation here)

I would like my cremation to be held at:

Your family will also need to know where you would like your ashes placed once the cremation has been held.

Simply read through the following seven options for the placement of ashes then tick your choice (choose one only) & answer the applicable questions.

1. I would like my ashes to be placed in a niche at the local crematorium.

Which crematorium: _____

2. I would like my ashes to be placed in a niche at the local church.

(Not all churches have provision for the placement of ashes, you will need to check with your local church)

Name of church _____
Location of church (suburb) _____
Denomination _____

Have you pre-purchased or reserved a niche at this church? Yes No

3. I would like my ashes to be placed in a niche at the local cemetery.

(There is a list of cemeteries that have wall niches available on the inside of the back cover)

Which cemetery? _____

Have you pre-purchased or reserved a niche at this cemetery? Yes No

4. I would like my ashes spread amongst the gardens at my chosen crematorium. (above)

5. I would like my ashes to be placed into the grave of a relative.

Name of relative? _____
In which cemetery is your relatives grave? _____
What relationship is this relative to you? _____
What are the grave numbers of this grave? (if known) _____
Approximate date when your relative was buried? _____

6. I would like my ashes to be spread/placed in my favourite spot. (e.g in the ocean or on the family farm) details of your favourite spot _____

7. I would like to leave the decision to my family

STEP 4

Other Important Matters

The following matters will also need to be addressed when organising your funeral. Your family will need to know your choice of options & requests in relation to these matters.

Clergy

One of the first things that will need to be established is which clergy will be needed to conduct your funeral service. Simply read through the following three clergy options then tick your choice (choose one only) & answer any applicable questions.

1. I would like the clergy who is serving at my local church at the time of my death to conduct my funeral service.
Name of church _____
Location / Suburb _____ Denomination _____
Who is the current Priest/ Minister at your local church? _____
2. I don't belong to any church, I don't know any clergy.
We will then organise the appropriate Priest, Minister or Celebrant to suit you & your family's needs.
3. I have a particular Priest, Minister or Celebrant that I would like to conduct my funeral service.
Name him/her here _____
Due to retirement or any other circumstances your preferred clergy may be unable to conduct your funeral service.

What is your religion? _____

Music & Readings

If you have any favourite Hymns, Songs or Readings you would like included as part of your funeral service, simply list them here.

Favorite Hymns/Songs (maximum of 4) _____

Favorite Readings (maximum of 2) _____

Flowers

Would you like a floral arrangement to be placed on the coffin for your funeral service?

- Yes No My family can make this decision

If you have any favorite flowers or colours you would like included as part of the floral arrangement, simply list them here:

Jewellery, Personal items & Clothing

If you would like to be buried or cremated with any items of jewellery, personal items or in any particular clothing, simply give details here (e.g. your wedding ring, family photos, rosary beads, suit etc)

Jewellery _____

Personal items _____

Clothing _____

Flag

Would you like a flag draped over the coffin for your funeral service? Yes No

If yes, which flag? _____

R.S.L. Service

(This matter is for ex-service persons only, if you are not an ex-service person, simply leave blank)

If you are an ex-service person you will usually have the option of having an R.S.L. service conducted during your funeral service.

Would you like an R.S.L. service conducted during your funeral service? Yes No

The Newspaper Notice

Although a newspaper notice is not compulsory, it is always recommended so that friends & acquaintances who may not be in touch with your close relatives can be informed of your funeral/death.

Simply read through the following three advertising options then tick your choice (choose one only)

- 1. I would like my funeral notice to be advertised in the newspaper before my funeral takes place so that anybody who reads the notice can attend my funeral.
- 2. I would like my funeral notice to be advertised in the newspaper the day after my funeral takes place, advising that my funeral has already been held, as I would like my funeral service to be a private ceremony. (close family & friends only)
- 3. I don't want my funeral to be advertised in the newspaper at all.

Which newspaper(s) would you like your funeral to be advertised in?

.....

The newspaper notice will be written out with your family at the time of your death.

Would you like your funeral to finish at the funeral venue?

(If you have chosen the crematorium chapel or graveside as your funeral venue, this matter doesn't apply to you, leave blank)

If you have chosen your local Church, funeral chapel or other funeral venue for your funeral service, you will have the option of having a private burial or cremation. This is where your family & friends remain at the funeral venue after the service while your burial or cremation is carried out without anyone attending.

Would you like your family to remain at the funeral venue while your burial/cremation is carried out unattended? My family can make this decision

Yes No My family can make this decision

Choosing an appropriate coffin

We have placed the range of coffins available into three separate categories. Simply choose a category to suit your needs, it will then be up to your family to select an individual coffin from your chosen category when arranging your funeral. Simply read through the following three categories then tick your choice. (choose one only)

- 1. **Starting range** - These coffins are made out of either pineboard or craftwood materials. They have a veneer timber finish & come with decorative plastic handles. (These coffins are presentable & are the most commonly used)
- 2. **Middle of the range** - These coffins are made out of solid timber & come with decorative wooden/metal handles.
- 3. **Higher range** - These coffins are made out of fancy solid timbers or steel materials (cedar, oak, steel, bronze, copper, stainless steel etc) and come with decorative wooden or metal handles.

STEP 5

A little history for your family

You may think the following questions have nothing to do with the planning of your funeral, however, the information you provide can be very helpful for clergy, the preparation of a eulogy or simply kept for family history.

Where was the actual place of your birth? (Name of hospital, address of residence etc)

What town(s) did you grow up in as a child?

Do you have a nickname (If yes, what is it & how did you get it?)

What schools did you attend? (Name of schools & location).

Did you attend an educational facility? (university, tafe etc) If yes, list educational facility & what you studied

Did you learn a trade? (if yes, what trade?).

What was your first job? (Type of job, name of your employer & age when you started your first job)

What other major jobs/occupations have you had? Jobs & name of employers or businesses that you have owned)

What was your first car?

What towns/cities have you lived in & approximate time you lived in these towns?

What was your parents major occupation? (If known)

What are your grandparents names?

Who are your aunts and uncles?

What year did you retire? (If retired)

What have been some of your major interests, hobbies?

Do you have any favourite sporting teams? (If yes, list here).

Have you been on any major domestic or overseas trips? (Destination & year of travel)

If you immigrated to Australia, when & where did you emigrate from & how did you arrive? (By ship or plane)

If you fought in any wars, give details here (Which war, age when enlisted/returned, battalion details, medals etc)

If you have any additional information you think your family may be interested in, list in step 6

STEP 7

Providing helpful information for your family

Are you a member of a health fund? Yes No

If yes, which fund?

Are you a member of a Bowling club, RSL club, other club? Yes No

If yes, name of club(s)

(Your family should notify these clubs of your death)

Do you have a local doctor? Yes No

If yes, who is your doctor?

Which suburb is your doctor's surgery located?

(Your family will need to notify your doctor of your death)

Are you receiving any pensions? Yes No

If yes, what pension(s)?

(If you receive any pensions, they will need to be canceled immediately. Your family may be entitled to receive a bereavement from pension authorities)

Do you have a will? Yes No

If yes, where is it located?

(If you have a will/estate that needs to be dealt with, your family will need to contact a solicitor)

Do you have a solicitor Yes No

If yes, name of solicitor/firm

Do you have an accountant/financial advisor? Yes No

If yes, name of accountant/financial advisor

(Your family should notify the accountant/financial advisor of your death)

Do you have a safety deposit box? Yes No

If yes, where is it located?

Do you have any funeral bonds or funeral insurance? Yes No

If yes, with which insurance company(s)?

Do you have any life insurance/assurance policies? Yes No

If yes, with which insurance company(s)?

If you have any other details that you think your family may need for the purposes of managing your affairs after your death, list them here: *(e.g. shares, properties, investments, bank's you hold accounts with etc)*

Well Done!

Your family now know...

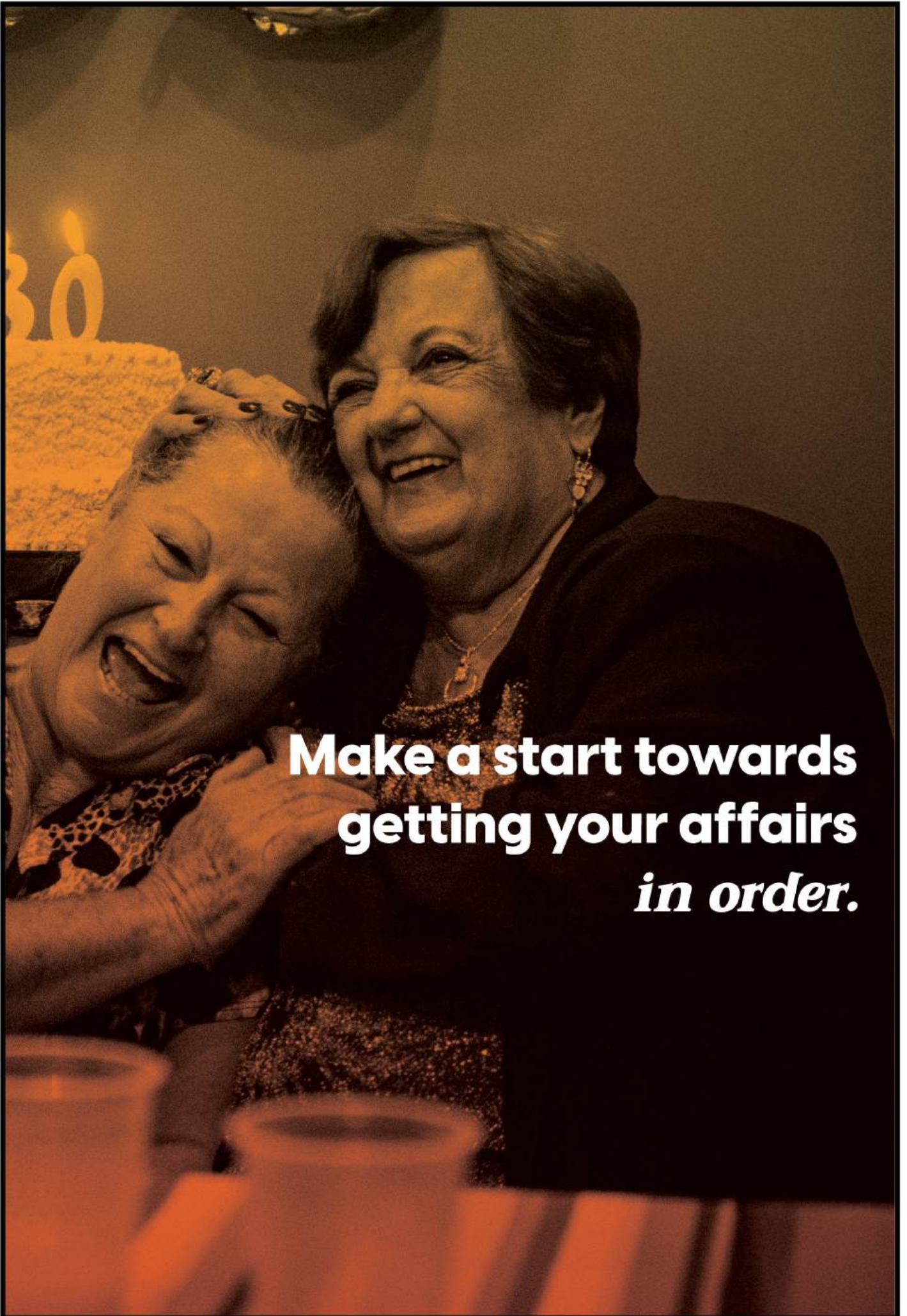
- All the information that's required for the registrar of Births, Deaths & Marriages.
- Where you would like your funeral to be held.
- Your choice of Burial or Cremation
- Which Burial or Cremation details to organise.
- Which clergy to organise for your funeral service. Which or your favourite Hymns, Songs or Readings to include as part of your funeral service.
- Whether or not to order a floral arrangement to be placed on the coffin for your funeral service & any of your preferred flowers or colours.
- If you would like to be buried or cremated with any items of jewellery, personal items or in any particular clothing.
- Whether or not a flag or R.S.L. service will be needed as part of your funeral.
- If & when to advertise your funeral in the newspaper & which newspaper(s) to advertise in.
- If you would like your funeral to finish at the church/our private chapel or other funeral venue. (if applicable)
- Which category to select an appropriate coffin from.
- A little of your history for the officiating clergy, the preparation of a eulogy or for family history.
- Any other important instructions or requests that you would like carried out as part of your funeral service.
- The important information they will need for organising your affairs after your death.

At the time of death, we will discuss and attend to all of the following matters on behalf of you and your family:

- Arrangements for the transfer from place of death to the funeral home
- Setting the time & day of the funeral
- Arrangements with the appropriate Priest/Minister/Celebrant
- Arrangements with your chosen funeral venue
- Arrangements with your chosen cemetery or crematorium
- Advice on choosing an appropriate coffin from your chosen category
- Arrangements for family viewings (*if required*)
- Wording & placement of required newspaper notices
- Arrangements for floral requirements
- Arrangements for an organist or musical requirements
- Arrangements for any hire cars or transportation needs for your family (*if required*)
- The registration of death with the registrar of Births, Deaths & Marriages
- Obtaining an original copy of the Death Certificate from the registrar
- Advise pension authorities of your death
- Application for benefits from pension authorities (*if applicable*)
- Placement of your ashes or the return of your ashes to your family (*cremation*)
- Advice on stone mason services available (*burial*)

We can also assist your family with:

- The printing of thank you stationery
- Inter-city, interstate & international transfers and funeral arrangements
- After funeral catering



**Make a start towards
getting your affairs
*in order.***

Have you considered an Australian Funeral Plan pre-paid funeral?

An Australian Funeral Plan pre-paid funeral will:

- ✔ Protect your family against escalating funeral costs
- ✔ Relieve your family of the financial burden of funeral costs
- ✔ Lower your assets and maximise your pension entitlements

- The major financial benefit of pre-paying for your funeral is that you secure today's funeral price. Once your pre-paid funeral has been paid for, there are no extra costs to pay in the future.
- The interest earned on your pre-paid funeral funds is what covers the rising funeral costs which occur between the day the funeral is paid for & the day the funeral is needed.
- All funds in your pre-paid funeral account (the initial payment(s) you made for the pre-paid funeral plus all the interest earned on your pre-paid funeral) is paid to the funeral director once the funeral has been carried out.
- Your pre paid funeral is exempt under both the Department of Social Security & Veterans Affairs pensions asset test. (up to a maximum of \$5000) (This helps pensioners minimise their assets & maximise their pension entitlements)
- All pre-paid funeral details are set out on an Australian Funeral Plan contract.
- Your funds are held in trust by Australian Funeral Plan, a trustee registered under the Funeral Funds Act 1979. At no time can the funeral director access your money.

All pre-paid funerals need to be set up through the funeral director. If you are interested in pre-paying for your funeral, simply give us a call on **1300 040 787** or send an email to info@afplan.com.au

& we'll organise an itemised funeral quote to suit your individual needs.

If you decide to go ahead with the pre-paid funeral, we will then get together with you & set up all the pre-paid funeral