



Stevens Mortuary, Inc.

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Funeral Planning Guide

At Stevens Mortuary, we realize how difficult it is to make all the decisions necessary in planning funeral arrangements for a loved one. The items detailed in the ***Funeral Planning Guide*** are important things to consider in planning a service, and will serve as a reminder as you gather the items and information needed for the arrangement conference:

1. **Arrangement Conference:** Please make an appointment at your earliest convenience for the arrangement conference with the funeral director.

Please bring the following information, about the deceased, to the arrangement conference:

- Full legal name
 - Address and telephone number
 - Date of birth
 - Place of birth: city, county, and state
 - Race
 - Level of education
 - Marital status
 - If married, first, middle, and maiden (if female) name of spouse
 - Employment – where employed (even if retired) and job title
 - Parents' first and middle names and maiden name of mother
 - Minister – name and telephone number
 - Photo for obituary, website, etc.
2. **Personalization:** You may bring photos or other personal items to honor the memory of your loved one. We will assist you in displaying these items for the visitation. We also offer a memorial DVD package which can be viewed during the visitation or funeral service.
 3. **Flowers:** You may select flowers from the florist of your choice after the arrangements are finalized.
 4. **Hairdresser:** Either Stevens Mortuary will provide a hairdresser or the family may provide a hairdresser. If you use Stevens' hairdresser, please bring a photo to help with the styling.
 5. **Clothing:** You may bring clothing or purchase from our selection. **Underclothes are required**, but shoes are not.

6. **Jewelry and Eyeglasses:** If you wish to use jewelry or glasses for the viewing, bring them to the funeral home. Please tell the funeral director if those items are to be returned to the family-- specifically to whom. Glasses may be donated to the Eye Bank.
7. **Death Certificates:** Certified copies of *Death Certificates* are needed for life insurance policies, probate court (if estate is probated), and may be needed for bank accounts and stock accounts, for example. Additional copies may be obtained by the next of kin from Vital Records at the Health Department. The *Vital Statistics and Historical Data Sheet* will help you in gathering the information.
8. **Veteran:** At the time of death, honorably discharged veterans are usually eligible for benefits, such as an American Flag, veteran marker for the grave, the right to be buried in a military cemetery, and an honor guard to perform military honors. We will need a copy of the *Honorable Discharge (DD214)* to apply for these benefits.
9. **Social Security:** The Social Security number of the deceased is necessary for forms such as the *Death Certificate*. Please bring the deceased's Social Security Card to the arrangement conference with the funeral director. The funeral home will notify Social Security. The next of kin will need to contact Social Security at 866-331-9091 within a week after death has occurred.
10. **Honorarium:** The family may wish to pay the minister for assisting in their loved one's services. The amount may be based on the relationship with that person. The same would apply if a singer or organist is used. If you choose to use our organist, we will add the charge to your purchase agreement.
11. **Donations:** You may request that memorials be made to a specific charity, church, hospital, etc.
12. **Insurance Policies:** As part of our service to the family, we will process your insurance claims. Please bring the original policy or policies with you to the arrangement conference. We will need the name of the beneficiary as well as the other information listed on the *Vital Statistics and Historical Data Sheet*.
13. **Obituaries:** The *Obituary Information Sheet* will help you gather details for the newspaper notice. The deadline for submitting an obituary to the newspaper varies depending on the day published and the newspaper chosen. Newspaper charges also vary, and there are additional charges for online set-up, for running a photo, and a charge for military emblems.
14. **Cemetery:** The charge to open and close the grave **may** need to be paid directly to the cemetery-- depending on the cemetery policy. If you have cemetery lot information, please bring it with you to the arrangement conference.
15. **Terms of Payment:** With proof of sufficient insurance and assignment, the balance is due within 45 days from the date of the purchase agreement. Without proof of sufficient insurance, the balance is due prior to the day and time of the service. We accept cash, check, Visa, MasterCard, and Discover. For those who need it, we offer at need financing with approved credit.

Checklist:

DATE AND TIME OF ARRANGEMENT CONFERENCE _____

_____ Birth Certificate/birth information	_____ Military Discharge DD214	_____ Picture
_____ Social Security Card/number	_____ Cemetery Deed/lot information	_____ Clothing
_____ Insurance Policies/beneficiary	_____ Jewelry	_____ Glasses

Notes:

Please feel free to call if you have any questions.

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www.stevensmortuaryinc.com