

# 125 Tasks That Must be Done on the Most Difficult Day of Your Life

The following is a list of the 125 actions that must be taken immediately following death.  
(The items that are not in italics indicate details that can be planned, arranged and/or paid for before the time of need.)

## A. Secure vital statistics

(required for documents)

1. Full legal name, complete address, telephone number and e-mail
2. Religious name (if any)
3. Date of birth
4. Place of birth
5. Marital status
6. Name of spouse (if married)
7. Spouse's maiden name (if wife)
8. Educational attainment
9. Citizenship (American/Canadian/Mexican)
10. Father's name
11. Father's birthplace
12. Mother's name and maiden name
13. Mother's birthplace
14. Number and full names and addresses of all children/grandchildren/great-grandchildren
15. Social Security number
16. Veteran's serial/service number
17. Date and place of service
18. Date of discharge
19. How long at current residence/former residence(s)
20. Occupation, job title, nature of work and employment history
21. Location of work place, telephone number and e-mail
22. Family origin

## B. Pay some or all of the following

23. *Estate/Inheritance taxes*
24. Funeral expenses
25. Purchase of family burial estate, mausoleum crypt or cremation niche
26. Permanent memorialization

27. Monument / marker engraving
28. Funeral director
29. Clergy
30. Organist and vocalist
31. Florist
32. Obituary
33. Clothing
34. *Long distance telephone or wire service*
35. Food
36. *Transportation*
37. *Doctors*
38. *Nurses*
39. *Medical practitioners*
40. *Ambulance*
41. *Hospital/nursing home*
42. *Medications and drugs*
43. *Current and urgent bills (mortgage/rent, taxes, installment payments, etc.)*

## C. Collect documents and paperwork

44. Will (check will regarding special wishes)
45. Prepare legal papers, certificates and permits
46. Birth certificate/legal proof of age
47. Citizenship papers
48. Social Security card or number
49. Marriage license
50. Veteran's discharge certificate
51. Submit insurance policies (life, health, accident, property, auto) and government forms
52. Disability claims
53. Bank books and listing of accounts
54. Other financial accounts
55. Property deeds
56. Cemetery deed or proof of ownership
57. Auto titles or bill of sale
58. Income tax returns, receipts and cancelled checks

## **D. Decide and arrange within a few hours**

59. Make cemetery arrangements
60. Secure interment space and get exact location of burial/disposition.
61. Arrange for opening and closing of the grave/mausoleum/niche space
62. Secure endowment care
63. Arrange graveside committal service
64. Secure use of cemetery chapel for committal prayers
65. Decide on embalming and other preparation of deceased
66. Choose restorative art
67. Funeral home preference
68. Location of funeral service
69. Service type (religious, fraternal, military, etc.)
70. Time and place for visitation and funeral service
71. Arrange for special religious services
72. Provide information for eulogy
73. Select casket (open or closed?)
74. Select outer burial container and/or burial vault
75. Select urn/niche space (if cremation)
76. Provide vital statistics about deceased for newspaper
77. Clothing for deceased
78. Jewelry and glasses for deceased
79. Select cosmetology and hairdressing for deceased
80. Selection of Scripture and readings (poems, etc.)
81. Clergy to officiate
82. Marking of grave (either temporary or permanent)
83. Select memorial marker/monument setting and inscription.
84. Select charitable contributions for memorials in memory of deceased
85. Register book, memorial/prayer cards
86. Select pallbearers
87. Floral arrangements and transportation before and after services
88. Select music
89. Organist, pianist, vocalist
90. Arrange for funeral coach
91. Arrange limousine for family and pallbearers
92. Arrange funeral car list for family and guests
93. Clothing for you and children
94. Decide who will look after children and/or pets
95. House cleaning
96. Extra chairs
97. Transportation for family and guests
98. Reviewing and signing all paperwork (i.e. burial permit)
99. Answering innumerable phone calls, e-mails, letters and wires
100. Necessary meetings with funeral director, lawyer, clergy and cemetery caretaker
101. Arrange transportation and lodging for out-of-town guests
102. Acknowledging those who help in a special way (contributors of flowers, food, donations, etc.)
103. Decide how many certified copies of death certificate to order
104. Food for family and out-of-town relatives and guests
105. Items for memento display and/or memorial board
106. Decide on memorial video production, pictures, music, etc.
107. Arrange for writing thank you notes

## **E. Plan to notify as soon as possible**

108. All family members
109. All relatives
110. All friends
111. Minister and church
112. Funeral director
113. Pallbearers
114. Cemetery
115. Doctor
116. Employer of deceased
117. Employers of relatives not going to work
118. Organist, musicians and vocalists
119. Newspapers regarding notices
120. Social Security Administration
121. Veterans Administration
122. Insurance agents
123. Religious, fraternal, civic organizations and unions
124. Attorney, accountant, financial planner and executor of estate
125. Credit card companies