

## Our Sympathy

On behalf of our entire staff, we offer your family sympathy at this difficult time. During the next few days we will be here with you, to guide and assist you in honoring your loved one. We hope that we will merit your friendship and hope you know we will be here for your family long after our services are completed.

## Our Pledge

Whenever we encounter difficulties or the loss of a loved one, we always turn to our family for comfort and support. We know what it means to have a family member by your side. Our commitment is to you and your family to serve you in the most genuinely caring way we know how. We are available day or night every day of the year.

## Arrangements

The funeral home will be setting up a time (if we have not already) for the family to meet at the funeral home to make the arrangements concerning the services. There is a form enclosed to assist you in answering the questions the funeral director will need to complete the obituary and legal forms.

## Clothing

You should take time to consider what clothing you would like your loved one to wear. There are no guidelines as to what is appropriate, but that your loved one would be comfortable and look natural wearing. We would ask that you bring everything your loved one would wear when normally getting dressed. We would suggest long sleeved outfits in most instances. The clothing list should or may include undergarments, socks, dentures, and glasses.

## Services

The type of service selected should suit your families' needs and desires. We offer many types of services from traditional to minimal. Family support is important throughout life. You may want to select a service to include your friends and community or an intimate gathering of family members. The details surrounding the service you select are as important to us as it is to your family. If you would like to personalize the funeral home for your services, we have picture boards and tables available to suit your particular needs. We offer a variety of caskets that may help to offer a tribute for your loved one (a complete list is available at the funeral home). We will offer you a wide selection of memorial folders and scriptures and poems for those folders or you may provide a special verse or poem that you want to use. Perhaps your loved one had a favorite song, or CD you want played at the services. Our funeral home offers many ways to make the service for your loved one unique. We have many Signature Services options that are available and our staff will take the time to explain these offerings and how they can be used to really make your service memorable. We will take the time to find out the details that made your loved one special and help arrange a service accordingly for your family.

## Military Rites

The family of an honorably discharged veteran may want to have some type of military honors. The funeral director will take the necessary steps to arrange with local members of the American Legion and/or Veterans of Foreign Wars officers the type of service you select. Many families choose to have graveside military rites. The graveside service would include all or part of the following: the folding and presentation of the American Flag that was draped on the casket, the volley of fire (rifle salute), and the playing of "Taps" either by a bugler or by a recording. Please bring a copy of your loved ones discharge papers (DD214) to enable the funeral director to receive the flag for the services and to allow us to file for any benefits your family may be eligible for.

## Fraternal Services

Many fraternal organizations or clubs have types of service they will bestow and perform for your loved one if you so desire. The funeral director will assist you in explaining the types of services your family may request.

## Social Security

The funeral director is obligated by law to notify social security of the death of your loved one. The director will explain the benefits if any to the family during the arrangement conference.

**To assist you with the questions you should be prepared for, please take a few moments to look over the following list before the arrangement conference at the funeral home.**

- Address of last residence
- Social Security Number
- Birth date and place
- Father's name
- Mother's name including maiden name
- Spouse's name – Maiden name if Wife
- Marriage date and place
- Occupation
- Highest Level of Education
- Church membership or Religious Affiliation
- Lodge or Club Memberships
- Veteran Information (Discharge Papers – DD-214)
- Survivor names and locations
- Preceded in death by
- Memorial Contribution Information
- Pallbearer Names
- Cemetery Information and/or Deed
- Personal interests and hobbies
- Recent Photograph
- Eye Glasses
- Jewelry
- 20-40 Photos for the Memorial DVD and one special photo for the obituary
- Insurance Papers