

A helpful guide to

Funeral Planning



NAPIER PARK
FUNERALS
BENDIGO (03) 5441 4800

Pre-Planning Your Funeral Makes Sense

How It Works

Pre-arrangement involves meeting with one of Napier Park's experienced funeral directors and recording all your personal wishes for your funeral. Some of the things you may wish to consider when pre-arranging a funeral include:

- Location of the funeral service
- Your choice of cemetery or crematorium
- Particular religious or cultural customs to be followed
- Your preferred type and style of coffin or casket
- The involvement of a specific organisation or club in your funeral service
- Personal touches you would like to add such as biblical readings, music, a special poem or flowers.

A Funeral Bond

A Funeral Bond is a capital guaranteed investment plan designed solely to accumulate funds to contribute to the cost of your or your loved one's funeral.

The account balance cannot be withdrawn prior to death and must be applied towards the payment of the selected person's funeral, with any excess paid to the member's estate.

Planning ahead can assist in reducing the financial and emotional stress usually associated with death.

With financial concerns taken care of, this leaves families to support and arrange the final farewell of their loved ones with peace of mind. Investing in the Bond may present financial planning advantages, including taxation and pension.

What Do I Do Now?

We suggest you read the rest of this pre-planning guide and complete the sections of the "Funeral Planning Book" you deem necessary.

Then contact us to arrange a time to meet with one of our funeral directors so we may answer any questions you have and assist you with the final details.



When A Death Occurs...

When a death occurs there are a number of things for you to consider.

A Death From Natural Causes

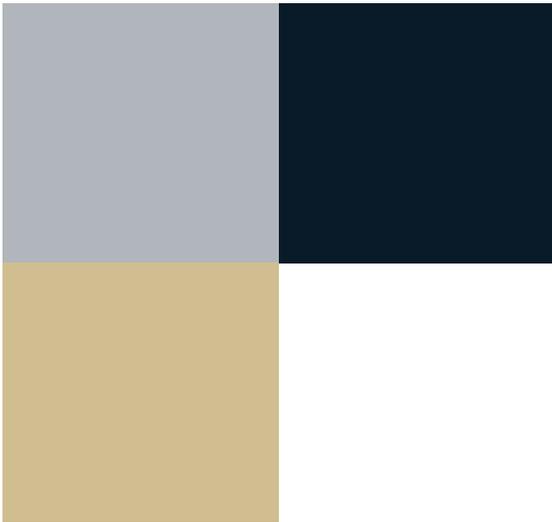
If a person dies of natural causes at home the first phone call should be to the doctor as he will issue the Medical Cause of Death Certificate. After this is done and when the family feels the time is right, ring Napier Park Funerals on (03) 5441 4800 and we will arrange for the deceased to be transferred to our funeral home.

Should the death occur at a nursing home, then the home will call Napier Park Funerals to arrange the transfer of the deceased. You only need to contact our office to arrange a time for you to come in to start making funeral arrangements.

When someone dies in hospital, the family will need to call Napier Park Funerals to notify us of the death. We will then make a time to meet with the family to carry out the funeral arrangements and organise with the hospital to transfer the deceased into our care.

A Death From Non-Natural Causes

All accidental or unexpected deaths must be reported to the police who then will refer the matter to the coroner. A person who suffers an unnatural death will be taken to the coroner in Melbourne. After the coroner's examination he will then release the deceased so the funeral may take place.



PLEASE REMEMBER:

One of the first calls should be to the Napier Park Funerals.

Our experience and assistance will take much of the burden from you at a time when you feel least like attending to details that must be taken care of.



Before You Meet With Napier Park Funerals

We encourage you to read this Funeral Planning Guide together with your family so that each of you may share your thoughts and ideas for the preparation of a funeral. By inviting everyone - including children - to help plan or take part in the service you allow them to understand that their feelings matter.

If there has already been a death, this is a time to be understanding of each other's needs. You will be experiencing grief and loss in your own way - be gentle with each other. Accept each other's thoughts and use this opportunity to share with them. You may face the challenge of balancing your loved one's wishes with your own needs as mourners.

Talk together and come to a comfortable decision that allows for the essence of the person to be upheld.

Allow Yourself Time

It's a common belief that the funeral must be held within a specific amount of time after a death occurs. This is not the case; you may take your time and proceed at a pace you feel comfortable with.

Some families have a desire to put the funeral behind them as quickly as possible. They see it as a painful experience and simply want it to be over. Grief will not disappear once the funeral is over. We encourage such people to carefully consider this option.

The funeral is a very important part of your grieving. It is a time when you can come together as a group to remember and honour a special life. It is better to plan well and make sure the arrangements meet your families needs.

In deciding on a day and time for the ceremony be sure you have allowed sufficient time to consider and implement all your preferred options.

When choosing a day for the funeral service you may like to consider:

- The coincidence of timing; i.e. the funeral day doesn't occur on a direct family members birthday or anniversary
- Time for a viewing if required
- Preparation of eulogy
- Relatives needing to travel
- Preparing an order of service
- Gathering photographs for an audio visual presentation
- Preparation of memory displays



Who Can Arrange A Funeral?

Funeral arrangements for a loved one are usually carried out by the next of kin but they can be carried out by any family member or representative as long as the executor of the deceased's estate has no objection to this.

Enduring Power Of Attorney

When people get older they may appoint an Enduring Power of Attorney to help look after their affairs. This person has the legal power to act on a person's behalf in all matters while they are still living. Some believe their nominated Enduring Power of Attorney is the lawful person who has the final say when it comes to ensuring their funeral directions are carried out. They are not aware that this "Enduring Power of Attorney" ceases at the time of death though this person can still carry out the funeral arrangements on their behalf. However it is now the person appointed executor of the estate who has the final say.

Importance Of A Will

It is a good idea to have a will regardless of the value of your estate. It is the only legal way to make sure that those you care about will benefit from any property or other assets you leave behind. If you do not have a legal will then your property and assets will be disposed of under the rules of intestacy and it's possible the distribution of your property may not be as you would have wished.

A will is also important because it names the executors that are responsible for administering your estate and in the event of any dispute, have the final say in your funeral arrangements.

Although funeral directions left by you are not strictly enforceable in the legal sense they do create a moral obligation and should be carried out if possible.



Information Required By Law

In Victoria it is compulsory that the death of a person is registered with the Registry of Births, Deaths and Marriages within 30 days of the death occurring. The information needed for this purpose is supplied by:

- The Doctor who completes the cause of death certificate
- The next of kin, family member or representative who supplies personal information, and the funeral director who provides burial or cremation details

Napier Park Funerals will assist you with completing the form requiring the personal information and then lodge it with the Registry of Births, Deaths and Marriages on your behalf.

You will find the information required by Registrar-General for registration located in the separate Funeral Pre-Planning book at the back of this guide. If you are unable to answer a question please write "not known" in the allocated space.

Certified Copy Of The Death Certificate

Once the funeral has been conducted we will lodge all the required documentation with the Registrar of Births, Deaths and Marriages. The Registrar then records the particulars from the documentation into a register kept in the General Registry of Victoria.

Once the death has been registered a certified copy of the death certificate will be issued to the next of kin or representative who has supplied us the personal information. This process usually takes between 4-6 weeks from the time of death.

A certified copy of the death certificate is often needed when dealing with the various institutions involved with the administration of the estate of a deceased person. Napier Park Funerals apply for the death certificate on your behalf.

Note: After a person dies, funds held in accounts at financial institutions by the deceased will be frozen.

The executor or next of kin will need to contact the institution to find out their particular requirements regarding the administration of the estate.

Burial or Cremation

How you answer this question will decide what options you have when it comes to choosing a venue or venues for the funeral service.

In most cases the wishes of the deceased are known to the family generally through word of mouth or sometimes in written form, such as a will or pre-arranged funeral plan. If there are written instructions from the deceased specifying burial then a cremation cannot take place in this circumstance.

Cremation

Today, in Australia's capital cities and the larger metropolitan areas, cremation has become a more popular choice. This is usually because it is either the deceased's preference, or it may be chosen as a lower cost option in these areas, where cemetery fees are more expensive. Cremation is a respectful dignified process that is preferred by many of today's families. Should you wish to know more details about the cremation process, Napier Park Funerals will provide you with more information.

Memorialisation Of Ashes

This is a decision that does not need to be made at the time of the funeral arrangements. There are many appropriate ways for looking after your loved one's ashes after the funeral. Napier Park Funerals can provide you with a range of options or answer any questions you might have. There is a common misconception that you must inter or in-urn ashes in the grounds or walls of the crematorium where the cremation took place. This is not so. Families may collect their loved one's ashes and either create their own memorial, such as a special garden or a pond at home or they may wish to scatter them in a park, in the sea or at some other location of special significance. Some families have a Minister or Celebrant perform a small ceremony at the inurnment or scattering of a loved one's ashes.

Deciding On A Cemetery

If you have chosen burial then you will need to choose a location for the burial to take place. This may already have been decided if you or your loved one have previously purchased a grave at a particular cemetery. If you have not chosen a cemetery, we at Napier Park Funerals can help you with the locations of the cemeteries in your area.

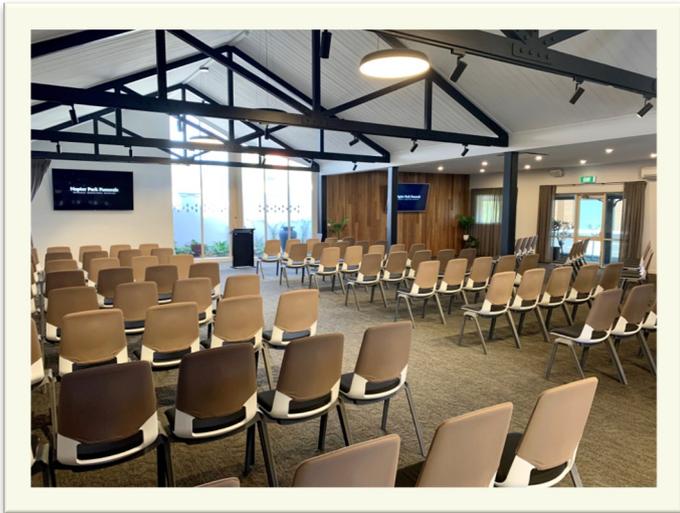
If you wish you might like to visit each cemetery and discuss with their staff the options available in the various areas that graves are located, and the types of plaques or monuments that can be placed on these graves. Once you have decided on a cemetery, we can at the time of the funeral arrangements help fill out the appropriate cemetery documents and book the grave and the funeral service time on your behalf.

Pre – Purchasing Additional Graves

When a death has occurred and a grave is purchased for a burial you may like to consider the purchase of additional graves for family members who wish to be buried alongside at a future time.



The Funeral

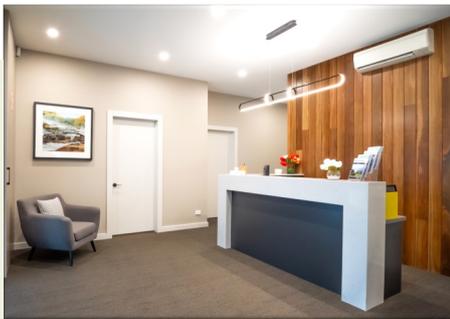


We would like to thank you for the love, care and service you have delivered for our family. Thank you for being a loving and beautiful team.

- **Jon and Jan**

Dear Napier Park, we would sincerely like to thank you for your compassion and empathy during our time of grief.

- **Doug and Family**



The Funeral Venue

There are many places at which a funeral can be conducted. If you or the person who died attended a church or other place of worship then that particular church may be the place to have the funeral service.

Family tradition or personal preference may be that you hold the funeral at another venue such as

- the funeral director's chapel
- nursing home chapel
- the crematorium chapel
- by the graveside
- rural property
- private residence
- garden setting
- school auditoriums

Or you may consider some of the following points when deciding on a venue

- how many people you need to accommodate
- is it easy for the elderly to commute there and back
- is there adequate parking
- are there time restrictions when using the facility (e.g. crematoriums)
- availability of public transport

If you choose a crematorium for the place of service you need to be aware that services are held at 1 hour intervals. This 1 hour includes time for the mourners to arrive, enter the chapel and be seated; approximately 25 to 30 minutes for the funeral service; time for everyone to leave the chapel and convey their condolences to the family, and move away in time for the next family to arrive.

If you feel more time will be required for the service it is possible to book an additional service time, for a fee.

The Type of Funeral Service

As people have individual ideas and needs there are several different funeral formats available.

There is no right or wrong way to have a funeral; you choose the way that feels right for you.

You may wish to have

- a traditional service held in a church, chapel or other venue, with either a private or public cortege to a place of burial or cremation where the committal service will take place
- the funeral service and committal service in a church or other venue with no funeral cortege. The funeral directors help to move the coffin from the venue usually during the last song or hymn
- the funeral service and the committal service together at a crematorium, funeral director's chapel or graveside
- a memorial or a thanksgiving service where there is no coffin present. You may wish the cremation or burial to take place at the same time as the memorial or thanksgiving service.

The type of service you choose may be either public or private.

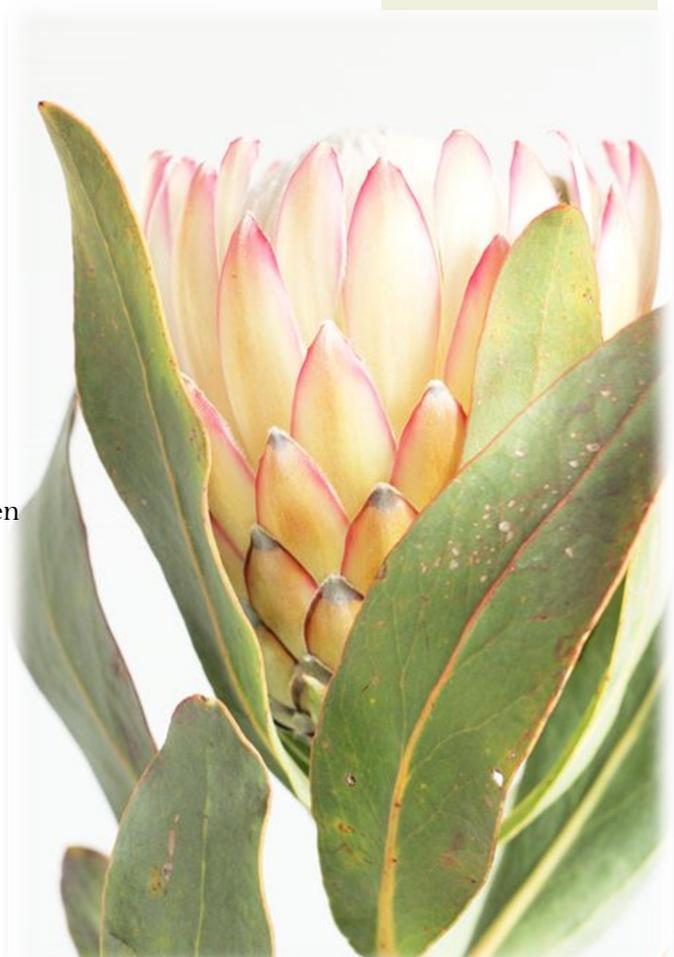
Who will officiate at the funeral?

Any person of your choice can officiate at a funeral service whether they are a minister of religion, civil celebrant or simply a friend or member of your own family. You may like to use a local minister or priest from a church your family has been associated with. You may not have been to church for many years but would still like a minister of religion to officiate at the funeral service. Napier Park Funerals can arrange this for you.

You may prefer a civil celebrant to lead the funeral service; this also can be arranged by us if you wish.

The person you choose to lead the ceremony will endeavour to meet with you before the funeral.

This will ensure your particular wants and needs are catered for in the ceremony.



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The Eulogy

A Loving Tribute To Celebrant A Life

The eulogy is an important part of the service as it celebrates the life of your loved one and the ways in which he/she has touched many lives. Writing and delivering the eulogy is a special task as the eulogy helps to begin the healing process for those who are left behind.

The eulogy can be delivered by anyone - a family member, friend or clergy. It is best delivered by one who has known the deceased. The eulogy may even be shared with a number of people contributing words of remembrance and poetry.

Hints For Writing And Delivering A Eulogy

Unfortunately in these circumstances the preparation and reading of the eulogy can appear to be a daunting task. To help with this process we have put together a simple strategy that will help you prepare and deliver the eulogy. The internet can also be a good reference point for information on writing a eulogy and for examples of eulogies others have written.

Gather Your Thoughts

Before you begin to write, first note down the memories and feelings you might like to mention in the eulogy.

You may wish to flick through photos, look at the deceased's most treasured possessions and talk to family and friends to gather memories and stories of the deceased.

Below is a list of topics that you may find helpful when compiling your notes

- Date of birth
- Place of birth
- Family ranking (e.g. eldest child)
- Parent's names
- Parent's occupations
- Where he/she grew up
- Schools attended
- Sporting or other interests
- Tertiary education
- Work history
- Milestones in life
- Military service
- Service to the community
- Age at marriage
- When he/she married
- Where he/she married
- To whom married
- Number of children
- Names of children
- Number of grandchildren
- Names of grandchildren
- Membership of clubs, lodges, etc.
- Things he/she enjoyed doing
- Treasured Items
- Special relationships
- Humorous events



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Writing The Eulogy

When you start to write the eulogy don't feel that you need to summarise the person's entire life. Instead you may like to adopt a theme. You may see certain themes emerging as you do your notes. A theme provides a focus for the audience to remember the deceased.

If there are to be a number of people giving the eulogy at the funeral service, consider suggesting that each speaker adopt a theme, as this avoids the potential for repetition. Examples of themes include: Bert the family man, Bert the community leader, Bert the sportsman and Bert the businessman.

Arrange your notes in an order you feel flows well ensuring you have included an introduction and a conclusion. When you start to write, write as though you are speaking to a friend, making sure you always acknowledge the positive aspects of the deceased person and pay respect to them in an open, honest and caring manner. Don't be afraid to use some humour where you think it may be appropriate.

The writing of the eulogy is best done on a computer as it makes changing and editing a lot easier. It also allows you to be able to print the completed eulogy in a larger font size so it is easier to read at the funeral service. When you have finished writing, give the completed eulogy to family members so they may read it and suggest any changes.

Eulogies are among the most difficult speeches to make. No one expects you to be a great orator, especially at a difficult time like this. It is your words and the sentiment they convey that are most important.

Don't feel that you need to maintain eye contact with the audience; some people find it easier to stay composed by not looking up. It is best to speak to the bereaved as though you were talking to a friend. Don't worry or be embarrassed if you need to pause a moment to compose yourself, people will understand.

Planning The Funeral Service

When you meet with the clergy or celebrant, discuss with them the ideas you have for the funeral service. By adding personal touches you can create a funeral that reflects the unique and special qualities of your loved one. Here are some suggestions

- place some of your loved one's favourite items on the coffin or nearby
- create a picture board with a montage of memorable photographs to be displayed
- choose a particular hymn or piece of music that may be special to you or your loved one
- the floral tribute on top of the coffin may contain flowers that were favourites of the deceased or may have come from their own garden
- create order of service sheets containing special photos, poems, quotes etc to be handed out at the funeral service
- during the ceremony project an audio visual tribute (Reflections of a Life DVD) containing images of the person's life
- involve any relevant organisations such as the R.S.L., Lions, Rotary, Masonic Lodge etc. (They sometimes have their own short ceremony you can include in the service)
- prepare a personalised bookmark for mourners to take home as a keepsake after the funeral
- include poetry or scripture that may have special significance for you or the person who is deceased
- provide a memory book at the gathering/wake for mourners to write down any special memories they wish to share
- if a burial, provide flowers or petals for family and friends to cast into the grave or release balloons, doves or butterflies at the church or graveside.



Writing The Death and/or Funeral Notice

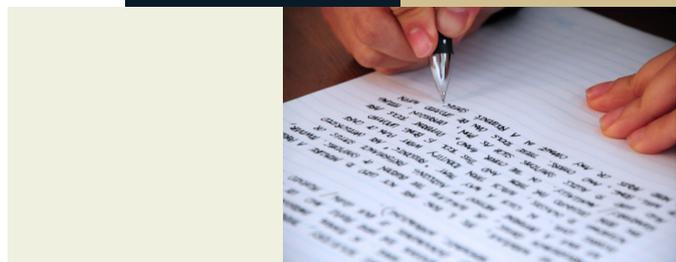
The death and funeral notices helps to inform friends, relatives and the community of the passing of a loved one and to convey to them the details of the funeral service to follow. You may like to place the notices in the local newspaper only or you may also publish them in newspapers from towns or cities where the deceased once lived, worked or spent their weekends and holidays.

When it comes to writing the notices you can include any information you feel is appropriate. You may like to refer to the tributes page in the newspaper for ideas and formats or we offer a Newspaper Verses pamphlet for families to gain ideas from.

Traditionally death and funeral notices include such things as

- the deceased's name, age, date of death, maiden name, service number (if any) and places they have resided
- sometimes, the place of death and manner of death. (e.g. tragically taken, passed away peacefully)
- the names of close relatives and descendants, including spouse, children, grand children, parents, siblings and in-laws
- details of the funeral such as the time, date and place
- requests for donations to charitable organisations in lieu of flowers. Sometimes the organisation mentioned may be related to the deceased's cause of death.

Napier Park Funerals is available to assist you in the writing of the notices and will attend to the placement of it in the newspaper on your behalf. Contrary to the belief of some, there is no requirement at law requiring you to publish a death or funeral notice if you do not wish to.



Dear Napier Park,
We would like to thank you for the love, care and service you have delivered for our family. Thank you for being a loving and beautiful team.
- Anne

Preparing An Order Of Service

The order of service can be as simple or as detailed as you like. It is important that you allow yourself enough time so you can gather the information required and deliver it to us so we can design the layout and have you proof read the final draft before printing.

If you wish to design an order of service, the Planning book in the back of this guide contains a useful template.

You may like to include any of the following

- a photograph
- the songs or hymns to be sung
- a meaningful poem or passage of scripture
- a message to those attending
- the outline of the ceremony
- the eulogy
- an invitation to the wake
- keepsake memorial bookmarks

Audio Visual Tributes

“Reflections Of A Life”

Napier Park Funerals are able to provide an audio visual “Reflections of a Life” display of your loved one as part of the funeral service. We can provide these services at our chapel or a venue of your choosing. Selected images and videos, and much more can be displayed on a large screen while your choice of reflective music is played quietly in the background.

We also offer a video book with a high resolution 10-inch screen which we are able to upload your loved ones video reflection onto it, making it a personalised keepsake for your loved one memories.



Front cover sample
Order of Service



is' family sincerely thank you for your thoughts, expressions of sympathy and for your attendance here today.

www.napierpark.com.au
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Sample Back



Important Details

Choosing Clothing

You may like to select items of clothing in which to have your loved one dressed. Clothing chosen may reflect the taste and personality of the person who has died. This could be their Sunday best suit or dress, favourite yard/fishing clothes or maybe traditional clothing from their country of origin. We can collect these from you when we meet for the funeral arrangements. Where clothing is not supplied Napier Park Funerals will provide an appropriate shroud.

The Viewing / Spending Time With Your Loved One

At the time of making funeral arrangements we will ask if you would like to view the deceased. Choosing to view your loved one is a decision only you as an individual can make. If you are not sure whether to view or not you may wish to discuss this with your family or friends but you should never feel pressured either way. At the viewing the body is presented in an open coffin or casket allowing you and others to say final goodbyes and to place any small mementos with the deceased in the coffin. You may choose to have a private viewing for invited family members only or include other family and friends. The viewing can be held at Napier Park Funerals a day or so before the funeral or it can be held at the service venue before the service starts. If the viewing is requested in a church we need to seek permission from the minister.



Remember The Children

It is natural to want to protect children from the pain and sadness of a funeral however it can be a very confusing time for children if they are not included. The funeral is a significant ritual for all ages so participation will help children accept the reality of their loss and provide them with an outlet to express their grief within a supportive environment. It allows them to celebrate the life of the loved one and to understand the funeral process. You can help them by being honest and explaining what will happen before, during and after the ceremony. Depending on the age of the child, they may wish to take part in the service by placing a flower, a picture or an item of special significance to the person they loved on the coffin or they may wish to hand out the order of service sheets.





Choosing The Coffin Or Casket

What is the difference between a coffin and a casket? The difference is basically one of design. Coffins are widest at the shoulders and taper in at the head and foot so the coffin mirrors the form of the human body.

Caskets are rectangular in shape and are usually constructed of better quality timbers and feature higher standards of workmanship.

Personalising The Coffin Or Casket

If you wish you may personalise the coffin. Here are ideas you can think about

- Personalised vinyl wrapped
- Apply significant stickers or adornments

Napier Park Funerals can show you photographs of a range of

coffins and caskets.

However, it is recommended that you view the actual items at our funeral home.



Travelling In A Cortege

The cortege is a significant part of the funeral ceremony. This final journey has a long and rich history which draws families, friends and communities together to pay their last respects.

As the funeral cortege leaves for the final resting place, please switch your headlights on in the low beam position until you reach your destination. This will let other motorists know that the procession is underway; allowing them to extend to the cortege the appropriate and dignified passage. This procedure is approved by the Police Department to assist funerals in moving through traffic.

Refreshments After The Funeral

Once the formal part of the funeral service has ended you may like to gather with family and friends for refreshments. Funerals are often times of reunion so this is a time when you and your family can relax in a casual atmosphere and catch up with friends both old and new to share stories and reminisce about the life of the one who has died.

Venues at which you may like to have refreshments can include

- Napier Park Function Centre
- your own home
- if the funeral was held at a church the ladies' guild may be happy to supply refreshments in the church hall for a fee
- your favourite cafe or restaurant
- specialised catering facility at the cemetery or crematorium.

Memorial Urns

Napier Park Funerals are proud to supply a wide variety of ashes urns in different colours, materials and designs to meet the individual needs of our families. All of our urns are hand crafted from quality materials and would make a beautiful memorial resting place for your loved one's ashes. The majority of our urns come in bronze and timber and a wider range can be discussed by contacting the Napier Park Funerals office.



The Funeral Account

As part of the service of arranging the funeral, the funeral director arranges payment on your behalf for the purchase of all goods and services associated with the funeral. These services might typically include cemetery plots, cremation fees, floral tributes, funeral notices, catering services, clergy and musician fees.

This way all the expenses for the funeral including the funeral director's own charges can be sent to you in one convenient itemised account.

If the person who has died held a bank account with sufficient funds to cover funeral expenses, in most cases the funeral director's account can be presented to the bank for direct payment.

Although during a time of sadness it may seem awkward to discuss costs, open and honest discussion is necessary during the planning stages of the funeral.

It is important to balance emotional decisions with practical common sense.

Available Entitlements

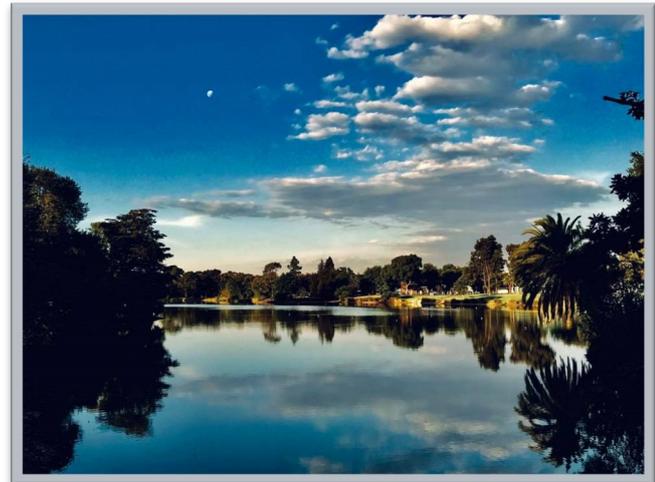
Centrelink

The Centrelink bereavement payment is to assist with settling financial affairs associated with expenses incurred by the deceased prior to death. This may include the extension of existing payments and/or a lump sum paid to a surviving partner, a carer or a parent of a young child to assist with the changed financial circumstances caused by the death of a person who is a pensioner, a long term allowee, a child or care recipient.

Department of Veterans' Affairs

If the deceased was an ex-service person you will need to contact the Department of Veterans' Affairs and ask if they are eligible to claim a veterans' funeral benefit.

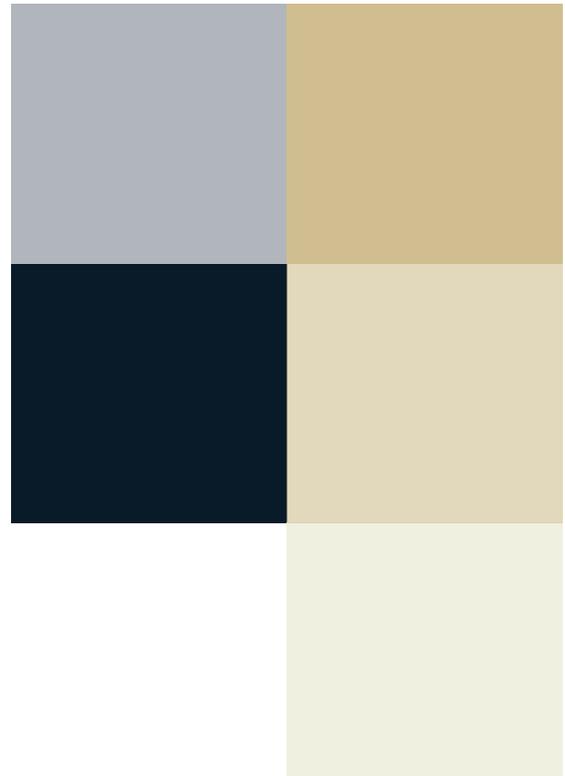
If they are entitled, you will be sent an application form to complete and once returned, payment will be made into the deceased veteran's estate.



People to notify

This is a list of the usual people you might have to notify after a death.

- Solicitor
- Public Trustee
- Executor of Will
- Centrelink and/or Veterans' Affairs (if applicable)
- Banks and other Financial Institutions
- Employers
- Landlord/Real Estate Agent
- Home Care Nursing Services and Meals on Wheels
- Insurance Companies and Superannuation Funds
- Australian Taxation Office
- Telephone and Internet Companies
- Medicare
- Electoral Office Local and State Authorities
(e.g. Councils for Rates etc)
- Motor Vehicle Registry
- Health Funds
- Clubs, Organisations and Professional Bodies
- Public Service Providers such as Libraries
- Local Electricity Authority
- Gas Supply Company
- Department Store Accounts/Credit Card Accounts
- Health Professionals (Doctor, Dentist)
- Post Office
- Churches, Ministers
- Accountant
- Foreign Pension Authority
- Funeral Bond, Funeral Insurance, Pre-Paid Funerals
- School, University or College
- Household Help, Gardening Services
- Home Delivery Services



Nominated Funeral Director

I,..... hereby express
that at the time of my passing, Napier Park Funerals are to be engaged
to assist my family in determining my funeral arrangements.

Date of birth:/...../.....

Religion:

Next of kin:..... Relationship:.....

Address.....
.....P/C.....

Signature:..... Date:...../...../.....

In the event I am unable to sign, I give authority for the below mentioned to sign on my behalf:

Name of authorised signatory:.....

Signature:..... Date:...../...../.....

Please hand this form to the Director of Nursing where applicable

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F U N E R A L S

B E N D I G O (03) 5441 4800

Statement of Wishes

How Would You Like To Be Remembered?

This personal information will help lighten the load of those making arrangements on your behalf.

My Personal Details

Mr/Mrs/Dr/Miss/Ms Surname: _____

Given Names: _____

Address: _____

Date of Birth _____

Place of Birth _____

Marital Status: _____

Pension Type: _____

Occupation: (If retired, former occupation): _____

Marriage Details: (If more marriages, please add to notes page) _____

Date of Marriage: _____

Place of Marriage: (City/Town) _____

Spouse Full Name: _____

Children: (Full name and DOB) _____

Father's Name: _____

Father's Occupation: _____

Mother's Name: _____

Mother's Maiden Surname: _____

Mother's Occupation: _____

Next of Kin / Executor: _____

Contact Details: _____

My Funeral Requirements

I would like:

A burial service

(please nominate cemetery and grave number if pre-purchased)

A cremation service

Wishes for ashes:

Urn Scattering Crematorium site

(please nominate location)

I would like my service at:

Napier Park Chapel Church Another location

(please note details of location here)

With a full funeral procession to cemetery/crematorium

Without a funeral procession

I would like the service conducted by:

A minister of religion (please nominate if known or specify religion)

A civil celebrant (please nominate if known)

Another person (please nominate)

My coffin / casket choice is: (please nominate)

(a detailed catalogue is available at our Napier Park office)

In regards to a viewing:

I would like to have an open coffin for:

Family only All

I do not want an open coffin or viewing

The songs I would like played at my service are:

Pre-recorded

Live (e.g. bagpiper, organist, musician)

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I would like a flag draped over my coffin:

- Australian St Andrews Cross
- Union Jack Other

As an officer of public service (fire, police, ambulance etc.) I would like:

- A colleagues guard of honour at the service
- A cortege of formal vehicles

In regards to flowers at the service:

- I would like the following varieties (please nominate)

- I would prefer people did not send flowers and request they instead make a similar value donation to the charity shown below:

I would like to be dressed in:

- A favourite outfit Club outfit / uniform
- Night wear Other (please nominate)

I would like my service conducted on a (specify day) if possible:

I would like my funeral notice to appear in the following newspapers:

In regards to immediate family transport I would like:

- Cars to be provided
- Them to use their own cars

I would like to have pallbearers at the service (please nominate)

Specific items I would like at the service:

- Medals Trophies Favourite photos
- Other (please nominate)

- I would like a special photo presentation of my life shown at the service

(please nominate best person to contact to gather material)

- I would like a standard Order of Service or Bookmark produced for hand-out at the service

(please nominate which option and best person to contact to gather material)

My Wake / After-service Celebrations

I would prefer my family and friends celebrate my life with (please nominate)

- A private catered gathering in the Napier Park Function Centre
- A private function at a family members' home
- A private catered function at a club or similar
- Other (please specify)

- I would prefer there was no after-service activity

Other Requests

As a member of the following Clubs / Associations I would specifically like them notified of my service:

Authorisation

The above arrangements are my wishes at this date.

Signed:

Date:

Witnessed:

Date:

IMPORTANT

If you would like a copy of this document held externally for safe-keeping you are welcome to send a photocopy of these pages to us. This Pre-Arranged Funeral service is an obligation-free facility. Other options are available to you that allow you to Pre-Pay your funeral ensuring you and your family the most cost-effective professional service without the concern for inflation. This can be done as a lump sum or paid in monthly installments. If you would like to discuss these options simply call our office and a representative will talk you through the options and costs. Once complete, keep it in a safe place with all of your other personal documents and tell at least two other people where it is located. Alternatively, if you prefer, we can store the information for you. Once again we suggest you tell your family if we are holding the information on your behalf.

Notes...

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PH: (03) 5441 4800

24 hours, 7 days

Web: www.napierpark.com.au

Email: office@napierpark.com.au

Dignity and Respect when it matters most

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FUNERALS
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