**Prepared for Goodbye – Practical Plans**

One of the most thoughtful things you can do for your family and friends is properly prepare for the possibility of your death. It is not a popular topic of discussion, but you can make things much easier for those you care about with some planning and honest discussion beforehand.

These pages will help you make several of the ‘non-business’ decisions now and leave helpful instructions for those who survive you. When you have finished putting this package together, your survivors will be able to find a handy set of “final instructions” which will guide them in carrying out your wishes.

## As you prepare this package, you will find that it will provide the opportunity for honest and valuable discussions with your loved ones.

## Complete as much as you choose, and keep it in a safe place where your family can easily find it.

**To my loved ones…**



“Wish you were here!”

**first things first…**

**Take a deep breath**

* *pray for strength, peace & guidance*
* *take time to plan your actions*

In this package you will find personal information and preferences that will hopefully make your job much easier.

**final instructions & info for surviving loved ones…**

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| **PERSONAL INFORMATION** |
| Full Name (First – Middle – Last): |
| Organ Donation Instructions (Location of Authorization Card): |
| Maiden Name (or any other names used): |
| Date of Birth & Place of Birth: |
| Social Security Number: |
| **PERSONAL INFORMATION** - ***Continued*** |
| Driver’s License Number: |
| Residential Address & Phone Number(s): |
| Business Name, Address & Phone Number(s): |
| Other Telephone Numbers (Cell Phone, Pager, Fax, etc.): |
| Military Information (if applicable):Branch of Military Service:Rank:ID #:Outfit:Dates of Service:Commendations:Interesting Assignments: |
| Education (List schools, dates attended, degrees, etc): |

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| FINANCIAL & LEGAL ARRANGEMENTS |
| Location of Will  |
| Executor of your Estate (Name, Address & Phone Number): |
| Attorney’s Name, Address & Phone Number |
| Health Insurance |
|  Other Information |
| **NOTIFICATON INFORMATION** |
| Name, Address & Phone Numbers of Spouse: |
| Date & Location of Marriage: |
| Previous Spouses(Names, Address & Phone Numbers): |
| Parents(Names, Address & Phone Numbers): |
| Children(Names, Address & Phone Numbers): |
| Brothers & Sisters(Names, Address & Phone Numbers): |
| Other Family or Friends to be Notified (Names, Address & Phone Numbers), Use separate sheet if necessary: |
| Previous Employers to be Notified: |
| Professional, Fraternal, Social Organizations to be notified (Names, Contact Person, Address & Phone Numbers) |

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| **RELIGIOUS INFORMATION** |
| Denomination or Religious Affiliation: |
| Pastor/Minister/Priest you would like contacted (Name and Phone Number) |
| Church Attended (Name, Address, Phone Number) |
|  Other Information |

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| MEMORIAL SERVICE & BURIAL ARRANGEMENTS |
| Funeral Home of choice (Name, Contact Person, Address & Phone Number): |
| Burial Preferences:Cremation:Grave:Vault:Other: |
| Newspaper Choice(s) for Obituary (Name, Address & Phone Number): |
| Clergy you would like to officiate (Name & Phone Number): |
| Type of Service you prefer:* Visitation prior to service?:
* Burial or Cremation?
* Casket present during service?
* Open or Closed Casket?
* Memorial Service only?
* Graveside Service?
* Other
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| MEMORIAL SERVICE & BURIAL ARRANGEMENTS - *Continued* |
| Type of Music you would prefer during service (list specific songs, hymns, singers, etc): |
| Readings you would like read during service (list specific verses, poems, etc.) |
| Personal notes from you to be read during service (attach separate sheets if necessary) |
| Eulogy, Comments (List any individuals you would like to speak at your service): |
| Casket Bearers (if applicable). List Names & Phone Numbers. |
| Cremation: Preference for Disposal of Ashes |
| Would you like Donations made in your memory? (List Organization Name, Address & Phone Numbers) |
| MISCELLANEOUS INFORMATION |
| **Personal Notes to Loved Ones…** attach separate sheets (in sealed envelopes if you prefer) |
| Other Instructions or Comments |