

Steinhaus-Holly Funeral Home & Cremation Service

Westfield (608) 296-2272

Arrangement Guide

Items needed to bring into funeral home at time of arrangement

Clothing, including undergarments, socks, stockings or slippers, shoes are optional

Recent picture or favorite snapshot

Jewelry and Glasses

Information needed to complete Death Certificate

(how many need to be ordered)

Full legal name:

First _____ Middle _____ Last _____

Mailing address: _____

Village _____

Township _____

County _____

Date of Birth: _____

Place of Birth (city and state): _____

Parents names:

Father _____

Mother (including maiden name) _____

Marital Status: Married ___ Single ___ Divorced ___ Widowed ___ If married, wife's maiden name _____

Social Security # _____

Highest grade of education: Grade School ___ High School ___ College ___

Veteran: Yes ___ No ___, If yes funeral home would need military discharge forms (DD214)

Occupation before retirement: _____

Name of Cemetery: _____ City _____ County _____

Name of family contact: _____ Relationship _____

Address: _____

Phone # _____

Other items to consider for visitation and funeral

Gather pictures for collages or other pictures already in frames & albums to be set up at funeral home or church for visitation and service

Special music to be played during visitation or service

Personalization Items to be placed in casket or set up on tables for visitation and funeral (examples - favorite hat, fishing pole, woodworkings, knitted blanket)

Pallbearers - Having 6 is traditional, we will work with however many you want to use

Flowers (2 options-family can work directly with florist or funeral home can place order with florist for the family)

Place of Service: Church, Funeral Home or Cemetery

Clergy (If the family doesn't have a clergy, the funeral home can help arrange one)

Military Honors for Veteran: Y/N (honors can be held at the cemetery, funeral home or church)

Luncheon: (how many people need to be prepared for)

Obituary: (funeral home will help you with the format and which papers should obituary be in)

Marker/Monument for at the cemetery: (funeral home can help with having the final engraving completed or if one needs to still be selected)

Information that may be needed in obituary

Full name (nickname), age, residence of what city & state, date & place of birth, parents names, date and place of marriage, personal history (education, employment history, military involvement, organizations, hobbies etc...only put in what information you feel is necessary), names of survivors (spouse, children, grandchildren, great grandchildren, parents, sisters, brothers, other relatives) names of those who have preceded in death, funeral, visitation and burial info., information on a memorial if one is going to be established.

It is not uncommon today to have a picture, poem, thank you or a personal message in the obituary

Reminder: Most papers charge by the length of obituary

Use the space below to write down questions or to start listing family members needed for the obituary.