



# Funeral Planning Guide

*This guide has been prepared to assist you in the planning of funeral and memorial events that will honor the life that has been lived and encourage the faith of those who survive.*

*Honoring Memories ~ Encouraging Faith*



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John 12:24

*Honoring Memories*



*Encouraging Faith*

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## FUNERAL PLANNING GUIDE

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### - VITAL STATISTIC INFORMATION - *This information is needed to complete a Minnesota Death Certificate.*

NAME (first, middle, last): \_\_\_\_\_

ADDRESS (current): \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

BIRTH PLACE (city, state): \_\_\_\_\_

FATHER: \_\_\_\_\_ MOTHER (maiden): \_\_\_\_\_

MARITAL STATUS: \_\_\_\_\_ EDUCATION (highest level): \_\_\_\_\_

SPOUSE (Maiden) \_\_\_\_\_ SPOUSE SSN: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_ INDUSTRY: \_\_\_\_\_

RACE: \_\_\_\_\_ VETERAN (yes / no): \_\_\_\_\_

NEXT OF KIN (informant): \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ PHONE #: \_\_\_\_\_

NOK ADDRESS: \_\_\_\_\_

NOKCITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

OTHER CONTACT INFORMATION: \_\_\_\_\_

### - DISPOSITION PREFERENCE INFORMATION -

INTERMENT (Cemetery) \_\_\_ ENTOMBMENT (Mausoleum) \_\_\_

CREMATION \_\_\_ POST CREMATION INTERMENT \_\_\_

CEMETERY NAME: \_\_\_\_\_

CEMETERY CITY: \_\_\_\_\_ COUNTY: \_\_\_\_\_ STATE: \_\_\_\_\_

CEMETERY DETAILS: \_\_\_\_\_

### CEMETERY MARKER

(we can provide marker design and price information for your consideration)

### - VETERAN'S INFORMATION -

VET'S NAME (first, Middle, last): \_\_\_\_\_

SERVICE BRANCH: \_\_\_\_\_ HIGHEST RANK: \_\_\_\_\_

SERVICE #: \_\_\_\_\_ VA FILE #: \_\_\_\_\_

DATE OF ENTRY (active): \_\_\_\_\_ LOCATION: \_\_\_\_\_

DATE OF DISCHARGE: \_\_\_\_\_ LOCATION: \_\_\_\_\_

SPOUSE NAME: \_\_\_\_\_

SPOUSE SSN: \_\_\_\_\_ SPOUSE DATE OF BIRTH: \_\_\_\_\_

HONOR GUARD: \_\_\_\_\_

NOTE: Please provide a copy of the veteran's active duty discharge form, often known as the "DD214" or other proof of active service and discharge status, (other than dishonorable) in order to begin the interment request process. The National Cemetery system has strict regulations and scheduling requirements. Any interment at Fort Snelling National Cemetery or other National Cemetery facility must be approved prior to confirmation of the memorial event schedule.

- FUNERAL AND MEMORIAL EVENT INFORMATION -

SERVICE EVENTS (type): \_\_\_\_\_

\_\_\_\_\_

SERVICE LOCATION: \_\_\_\_\_

PARTICIPANTS (clergy / officiant): \_\_\_\_\_

\_\_\_\_\_

MUSICIANS: \_\_\_\_\_

\_\_\_\_\_

MUSIC: \_\_\_\_\_

\_\_\_\_\_

SCRIPTURE / POETRY: \_\_\_\_\_

\_\_\_\_\_

TRIBUTE / EULOGY: \_\_\_\_\_

CASKET BEARERS (names): \_\_\_\_\_

\_\_\_\_\_

MEDIA DETAILS: \_\_\_\_\_

\_\_\_\_\_

OTHER ITEMS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- OBITUARY AND BIOGRAPHICAL INFORMATION -

We are able to assist you in developing an obituary notice, place obituary notices and photos into the newspapers of your choice, (each newspaper sets their own pricing), and will also design a memorial web site file for you and make it available at the [www.albinchapel.com](http://www.albinchapel.com) web site.

*Please make any obituary notes and biographical comments.*

SURVIVOR'S LIST:

(spouse, children, grandchildren, parents, siblings, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PRECEDED IN DEATH LIST:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

BIOGRAPHICAL INFORMATION:  
(memberships, employment, hobbies)

\_\_\_\_\_

\_\_\_\_\_

MEMORIAL DESIGNATION: \_\_\_\_\_

\_\_\_\_\_

OTHER REMARKS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- AT-NEED CHECKLIST -

The following checklist is offered to help you organize and prepare for the actual arrangement conference. We suggest that you complete this guide and bring it with you when you meet with the funeral director to make arrangements.

- Vital Statistic Information and Social Security Number
- Veteran's Discharge Record
- Cemetery Property Description Information
- Photos for the obituary notice, printed items and web obit.
- Clothing (include underclothes, and shoes if preferred)
- Other items specific to the intended plans.

OTHER ITEMS REQUESTED BY DIRECTOR:

\_\_\_\_\_

- PRE-NEED PLANNING -

Please call or visit Albin Chapel at your convenience. We are readily available to discuss pre-need funeral and memorial event plans with you and your family. You may wish to make a recorded expression of your personal wishes and obtain a summary of anticipated expenses. We can also help you set funds aside for eventual funeral use. All pre-paid funeral funds are protected by Minnesota Statute. It is our privilege to help you and your family plan events that honor the life that has been lived and encourage the faith of those who survive.

- A PERSONAL WORD -

This Funeral Planning Guide has been prepared to assist you in the planning of funeral and memorial activities. Over four generations and 120 years our family and team of dedicated professional have provided the finest personalized care and service to families just like yours. We are blessed when asked to help and believe that every funeral and memorial plan is really about "Honoring Memories and Encouraging Faith."

May God Bless You,

*Ralph, James and Daniel Albinson  
and Albin Chapel*