

Arrangement Conference Guide

The arrangement conference is a time to plan the details for your loved ones funeral service. It is very helpful to have the necessary information to help make these decisions. During this time we will set service times, gather death certificate information, talk about obituary information, select memorial options, and select necessary funeral merchandise. The intention of this guide is to help you prepare and alleviate some stress during the grieving process. Please, feel free to contact Svoboda Funeral Home with any additional questions. We thank you for trusting in Svoboda Funeral Home to care for your family.

Items to bring to arrangements (If available):

Recent Picture/Picture for obituary

Clothing & Undergarments

Jewelry

Glasses

Obituary Information (See Page 4)

Vital Statistic Information (See Page 3)

Insurance Policy (If Applicable)

Pictures for Memorial Video (optional)

Military Discharge Paperwork (DD214) (See Page 6)

Personal Wishes

Place of Service: _____

Date/Time: _____

Clergy/Officiant: _____

Place of Visitation: _____

Musical Selections: _____

Musicians: _____

Pallbearers: _____

Honorary Pallbearers: _____

Lunch/Gathering: _____

Memorial Donations: _____

Additional Service Details: _____

Military Honors: _____

Vital Statistic Information

Name: _____

Address: _____

Date of Birth: _____

Social Security Number: _____

Place of Birth: _____

Occupation: _____

Education: _____

Marital Status: Single___Married___Widowed___Divorced___

Spouse Name (Maiden): _____

Date of Marriage: _____

Place of Marriage: _____

Name of Father: _____

Name of Mother (Maiden): _____

Residence History:

City/State

Dates

Obituary Information

Newspapers: _____ Wahoo Newspaper _____ Ashland Gazette _____ Fremont Tribune
_____ David City News _____ Omaha World Herald _____ Lincoln Journal Star _____ Other

Schools Attended: _____

Places of Employment: _____

Memberships/Organizations: _____

Hobbies/Personal Remarks: _____

Family Record

Names of Children (Spouses)

Place of Residence

Grandchildren: _____

Great-Grandchildren: _____

Brothers & Sisters (spouses): _____

Preceded In Death by: _____

Cemetery Information

Name of Cemetery: _____

Cemetery Location: _____

Lot #: _____ Space #: _____

Special Instructions: _____

Veteran Information

(The form DD214 is required to file for veteran benefits)

Branch of Service: _____

Service Number: _____

Rank: _____

Dates of Service:

Date of Entry/ Place

Date of Discharge/Place