

Pre-Planning Checklist

At Springfield Funeral Home, we understand that when a loved one dies, the decisions and details can be overwhelming. We have created this list for those who need to start planning the funeral arrangements of a loved one.

At Springfield, we are here for you – every step of the way.

Call now to schedule a no-obligation consultation: 250.860.7077

When You Need Us (At the Time of Death):

- If the death takes place in a hospital or similar care facility, the nurses and/or staff will usually take care of contacting the attending physician while the family (executor) will make the initial phone call to Springfield Funeral Home. We are available by telephone 24 hours a day, 365 days a year.) Once we have received the initial call, we will ensure that one of our Care Team receives your loved one from the hospital or care facility.
- If the death occurs at home and was sudden or unexpected, call 911. If the deceased was under the care of a physician and the death was expected, contact the physician and homecare nurse instead of calling 911. After speaking to and receiving instructions from either the police and/or the attending physician, contact Springfield Funeral Home.
- If you are employed, contact your employer and ask for time off to arrange and attend the funeral.

Preparation for the Funeral Arrangement Conference:

A little preparation can help make the necessary decisions easier and less stressful for everyone.

- Set up an appointment - funeral arrangement conferences generally run between one and two hours
- Invite family and/or friends whose input you would like to the appointment
- Click here to read who is legally able to make the funeral arrangements in the Province of British Columbia: <http://www.springfieldfuneralhome.ca/arrangement/disposition.php>
- Review and complete the information required by the funeral home prior to the conference (this information is provided upon conference scheduling)
- If not already decided, begin discussing the type, location, date and time of funeral services that your family would like (that will meet your family's needs)
- If applicable, contact your place of worship and pastor/minister or religious leader

Funeral Arrangement Conference:

Your Funeral Director will explain the many options available to you in order to coordinate your wishes as well as some of the practical needs that are required. Items might include:

- Registration of the death with the Government of British Columbia – Locate and bring along supporting documents (birth certificate, marriage certificate, SIN and Care Cards, etc.) to aid in the registration of death.
- Burial or cremation
- Cemetery (final resting place for either casket or urn burial)
- Grave liner or vault for either casket or urn burial
- Place of service (place of worship, private facility or in our on-site gathering space)
- Date and time of service
- Visitations/prayer service (family viewing only and/or public visitation)
- Minister or celebrant (Springfield Funeral Home can assist with arranging a minister or celebrant per the family's needs and wishes)
- Burial clothing for the deceased (if required)
- Floral Tributes – Springfield Funeral Home can arrange all of your floral tributes needs.
- Music (organist, pianist, live or recorded music)
- Memorial cards (handed out to family and friends at the Service)
- Guestbook and thank-you card stationery
- Obituary, including picture and/or logos being used
- Casket bearers and honorary bearers (if required)
- Reserved seating for the family during the funeral service
- Transportation to and from the service and/or cemetery for the casket, family members, bearers and minister (limousines and/or bus)
- Memorial donations (i.e., charities and foundations)
- Casket and/or urn
- Memorial luncheon (location, time and catering)
- Options for personalizing the funeral service (e.g., DVD tributes, balloon or dove releases, bagpiper, picture collages, memory table)

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After the Funeral Service:

The following items may or may not need attention:

- Sending out thank-you cards
- Locating and reviewing the will
- Contacting life insurance company to help cover immediate expenses
- Giving notice to beneficiaries regarding the contents of the will
- Locating and protecting assets; Ensuring all property is insured
- Viewing safety deposit box to determine contents
- Protecting business interests
- Opening estate bank account
- Collecting, assembling and valuing assets (e.g., real property, furniture, bank accounts, securities, business interests, jewelry)
- Determining if there are any agreements that apply to the assets (e.g., buy-sell agreement, shareholder's agreement)
- Determining if there is property located out of the province
- Applying for Canadian Pension Plan Benefits
- Notifying Blue Cross and B.C. Health Care
- Ordering death certificates if required (usually covered in the Funeral Arrangements)
- Canceling credit cards; obtaining final statements; redirecting mail; canceling subscriptions, memberships, etc.
- Arranging for the transfer of jointly held assets
- Assisting lawyer in preparation of documents to apply for a Grant of Probate
- Contacting lawyer and Public Trustee if minors are involved
- Determining with lawyer applicability of legislation (e.g., Family Relief Act, Matrimonial Property Act)
- Advertising for creditors
- Filing tax returns; obtaining clearance certificate; paying taxes, debts, funeral expenses, etc.
- Preparing an accounting of the administration of the estate
- Contacting and/or retaining lawyer for advice and assistance
- Determining with lawyer if any matrimonial agreement might affect the distribution of assets
- Converting assets to cash where appropriate
- Preparing and having all beneficiaries sign a release
- Distributing the assets of the estate

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