

Checklist for after someone dies

First things

- ☐ 1 If not in a medical facility, involve a doctor who will sign the Notification of Death that is legally required. *File Notification of Death signed by doctor with Department of Health **within 24 hours**.*
- ☐ 2 Check for preplans - may be filed with Celo Friends Meeting . If no preplans -- clarify the roles of Family/Friends/Community and/or Funeral Director/Death Midwife roles Burial, cremation, body donation/organ donor. Home visitation or not -- length of time.
- ☐ 3 Appoint a liaison person to coordinate between family and service providers/community
- ☐ 4 Get body to where it is going to be for a few days (home from medical facility, to a funeral home etc
- ☐ 5 Tend body - who/where/when -- dry ice, refrigeration, immediate burial. Clothes and/or wrap.
- ☐ 6 Contact family/friends/community and Funeral Director and/or Death Midwife if requested/decided
- ☐ 7 Casket (required for cremation). If handmade, who? Clothes and/or shroud
- ☐ 8 Burial at Celo Cemetery contact Becky Gray, Tim Evans or Astra Coyle to chose site 9 Use Meeting house/Margithaus -- book with Rachel
- ☐ 10 Obituary -- info, photos, where to publish
- ☐ 11 Memorial leaflet

Service Checklist

- ☐ Funeral/Memorial Service -- procession, graveside, Celo Cemetery, fire circle, CFM meeting house etc Meeting House/Margithaus -- who does what: welcome, catering, setup, cleanup.
- ☐ Communicate arrangements/invitation to the community
- ☐ Flowers
- ☐ Singing

Burial at Celo Cemetery Checklist:

- ☐ Transport of body
- ☐ Clarity where the grave is to be dug
- ☐ Body board if no casket
- ☐ Grave diggers -- friends/family or Yancey Funeral Services grave diggers
- ☐ Size of hole required -- double check the hole is large enough all around and down for the coffin Tarps x 3. One to put dirt from dug grave on; one to cover the dirt and one to protect the hole
- ☐ Shovels/picks
- ☐ Straps to lower the body into the grave
- ☐ Strong people available to carry and lower body
- ☐ People and shovels available to fill hole after lowering
- ☐ Fire -- who is responsible -- lighting and extinguishing -- wood, water
- ☐ Graveside clean up. Remove dead flowers. Ensure earth is all mounded on the grave.

Cremation

- ☐ Where will body be until delivery to the crematory
- ☐ Who will transport it to the crematory
- ☐ Casket -- required

Fill out and file other paperwork - remember notification of death within 24 hours

- ☐ Certificate of death within 5 days
- ☐ Statement of death for social security (anyone can fill it out)

Remembering

- ☐ Engraved Stone in Celo Cemetery -- memorial only or header and footer for grave, engraving details Install at the cemetery
- ☐ Attend Community Day of the Dead Remembrance (first Saturday in November)