

**Instructions for \_\_\_\_\_**  
**Final Arrangements**

To My Loved Ones:

**INTENT OF THIS LETTER**

This letter is written in order to express my wishes and beliefs regarding my memorial and/or funeral arrangements.

It is my intent that my Trustee and loved ones follow the instructions contained in this letter. I recognize, however, that there are circumstances that I cannot anticipate. It is my hope that my Trustee and loved ones will use their best abilities to carry out these instructions.

**CONFLICTS WITH MY LIVING TRUST OR POUR-OVER WILL**

If any instruction contained in this letter is in conflict with any provision of my Living Trust or pour-over will, the provisions of my Living Trust or pour-over will shall control.

**NOTIFICATION OF MY DEATH**

- Upon my death, please notify the following relatives, friends, and organizations.

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- I would like to have my obituary placed in the following newspapers, newsletters, etc.:

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- Other notifications instructions:

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**INFORMATION FOR MY OBITUARY**

- My Date of Birth \_\_\_\_\_

- My Place of Birth \_\_\_\_\_

- My Family:

Parents: \_\_\_\_\_

Siblings: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Children: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Grandchildren: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Others: \_\_\_\_\_

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- Business and Work History:

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- Schools attended, dates of graduation, degrees, honors, etc.:

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- Social Organizations and Offices held:

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- Professional Organizations and Offices held:

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- Religious Information:

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- Civic Organizations and Offices held:

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- Awards, recognitions, accomplishments, etc.:

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- Other information for my obituary:

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**FUNERAL HOME/CREMATORY**

\_\_\_ I have already made pre-need arrangements with the following funeral home/crematory:

Name:

Address:

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The documents regarding my pre-need arrangements are located:

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*\*Please note that LifeSpan members are advised to ensure that Polaris Law Group is provided a copy of pre-need arrangements.*

\_\_\_ I do not have pre-need arrangements made, but I would prefer that you use the following funeral home/crematory:

Name:

Address:

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- Other funeral home/crematory instructions:

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**DISPOSITION OF MY REMAINS**

- I would like:

\_\_\_ to be buried

\_\_\_ to be cremated

\_\_\_ to be entombed

\_\_\_ my body donated for scientific or medical purposes.

Name of specified institution for donation: \_\_\_\_\_

- Other disposition instructions:

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**FUNERAL/MEMORIAL SERVICE**

If any of the following instructions would apply to a visitation, rather than (or in addition to) the Funeral/Memorial Service, add a clarifying note such as “also applies to Visitation” or “only applies to Visitation.”

- I would:

\_\_\_ like to have a funeral service (my remains present).

At my funeral service, I would like to have:

\_\_\_ an open casket.

\_\_\_ a closed casket.

\_\_\_ like to have a memorial service (no remains present) instead of a funeral service.

\_\_\_ not like any funeral or memorial service, but request:

\_\_\_ direct cremation.

\_\_\_ direct burial.

\_\_\_ like the following, in lieu of any of the above:

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- I would like my funeral/ memorial service to be held at the following facility:

Name of the Facility:

Address:

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- I would like the following individual to officiate at my funeral/memorial service (pastor, rabbi, priest, friend, family member):

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**FUNERAL/ MEMORIAL SERVICE (CONTINUED)**

- I would like the following individual(s) to give my eulogy, homily, or words of comfort at my funeral/memorial service:

\_\_\_\_\_

- I would like my funeral/ memorial service to be:

\_\_\_ open to the public.

\_\_\_ open only to my family and close friends.

\_\_\_ open only to: \_\_\_\_\_

- I would like to have the following additional ceremony:

\_\_\_\_\_

\_\_\_\_\_

Held at the following location:

\_\_\_\_\_

\_\_\_\_\_

- I would like to have the following musical selections played at my funeral/memorial service:

\_\_\_\_\_

\_\_\_\_\_

**FUNERAL/ MEMORIAL SERVICE (CONTINUED)**

- I would like:

\_\_\_ to have flowers at my funeral/memorial service.

\_\_\_ no flowers at my funeral/memorial service.

\_\_\_ to have memorial contributions made to the following organizations in lieu of flowers:

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- Other memorial contribution instructions:

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- I would like to wear the following clothing:

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- I would like to be buried with the following jewelry and/or other personal items:

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- I would like the following items to be displayed in my casket at my viewing:

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**FUNERAL/MEMORIAL SERVICE (CONTINUED)**

- I would like the following items to be displayed on or around my casket at my viewing:

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- I would like my favorite scriptures, poems, or readings to be read during my funeral/memorial service:

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- I would like the following individuals to be my active pall bearers (usually 6-8):

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- I would like the following individuals to be honorary pall bearers:

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**FUNERAL/MEMORIAL SERVICE (CONTINUED)**

- I would like the following individuals to be my flower bearers:

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- Other funeral/memorial service instructions:

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**BURIAL/ENTOMBMENT/INTERMENT**

- I would like my final disposition to be made at the following cemetery/mausoleum:

Name:

Address:

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**BURIAL/ENTOMBMENT/INTERMENT (CONTINUED)**

- I have already purchased a:

\_\_\_ burial plot

\_\_\_ mausoleum crypt

\_\_\_ cremation niche

At the following location:

Name:

Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- The deed to the burial plot/mausoleum crypt/cremation niche is located:

\_\_\_\_\_

- I would like my burial plot/crypt/cremation niche to be:

\_\_\_ next to the following individual:

\_\_\_\_\_

at the following location:

\_\_\_\_\_

\_\_\_ near the following individual(s):

\_\_\_\_\_

\_\_\_\_\_

- I would like my family to pay for perpetual care of my burial plot/crypt/cremation niche in the following amount per year:

\_\_\_\_\_

**BURIAL/ENTOMBMENT/INTERMENT (CONTINUED)**

- Other burial/entombment/interment instructions:

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**HEADSTONE/CASKET SELECTION:**

- I would like my headstone to be designed as follows (color, shape, size, flowers, emblems, etc.):

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- I would like my headstone to be engraved as follows:

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- I would like my casket to be (metallic, wood, cloth-covered, color, etc.):

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- Other headstone/casket selection instructions:

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**FINAL EXPENSES**

- I would like my final expenses to be:  
\_\_\_ economical  
\_\_\_ moderate  
\_\_\_ elaborate

- Other final expense instructions:

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**MISCELLANEOUS INSTRUCTIONS**

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Thank you for doing your best to see that my wishes are carried out.

Dated on \_\_\_\_\_.

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Client