

What to Expect During a Funeral Service Arrangement Meeting

Below is a sample agenda for a funeral service arrangement meeting. The actual order of topics discussed may differ based on your specific circumstances.

- Review General Information: The Funeral Director will introduce themselves and explain the funeral services planning process and agenda. If there is a will, they will ask for a copy and will identify the personal representative who is the legal decision maker.
- Select a Funeral Plan or Review an Existing Pre-Plan Contract (if there is one): The Funeral Director will explain the different funeral plan options or will go over what was chosen on the pre-plan mortuary contract if your deceased loved one planned for the funeral services in advance. At this point, you will decide on either a traditional casketed burial or cremation and choose the appropriate funeral plan for your needs.
- Choose a Service Date and Location: The date, time, location, and type of service will be discussed and the Funeral Director will either reserve our chapel or contact your church to schedule the service there. Depending on the type of service chosen, other topics to discuss may include liturgy readings, readers, music, family involvement, pall bearers, number of pews to reserve for the family, livestreaming services, tribute memorial video, clothing, etc.
- Merchandise Selection: The Funeral Director will review merchandise options such as casket, urn, flowers, and memorial prayer cards/folders. They will also discuss any possible cash advance items which may include vehicle escorts, live musician, clergy honorarium, etc.
- Important Documents: The Funeral Director will review Death Certificate information and confirm the number of Death Certificates to order, discuss obituary information for our complementary online obituary and/or the Denver Post, and will go over contract and other related paperwork and signatures on pertinent documents.
- Cemetery Information: At this point, the Funeral Director may step away from the arrangement room to finalize the funeral contract to be signed. If you are planning burial at Mt. Olivet or St. Simeon Catholic Cemetery, a cemetery Family Service Advisor may meet with you at this time to discuss the cemetery burial arrangements and paperwork.
- Complete Documentation and Answer Questions: After you have met with the cemetery Family Service Advisor, the Funeral Director will return to complete any funeral documents and collect signatures and will answer any further questions you may have.
- Identification Viewing (if applicable): If cremation is chosen, you will be offered a short, 10-minute identification viewing in one of our state rooms. If you choose the identification viewing, you will be asked to sign an authorization and hold harmless agreement form acknowledging that you will be viewing an unembalmed body. The identification viewing is optional and you may decline.