



W. H. LITTLES & SONS  
— MORTUARIES —

FUNERAL PLANNING WORKSHEET

## Visitation

*A Visitation is an informal gathering for friends and family to express sympathy, view photographs/video tribute, etc.*

### Will a Visitation be Held?

Yes

No

### Location of Visitation

At W. H. Littles & Sons Mortuaries (Viewing Room or Chapel)

At a Church \_\_\_\_\_

Other: \_\_\_\_\_

### Will the Remains be Present at the Visitation?

Coffin with Viewing of Body

Closed Coffin

Urn with Photograph next to it

No Remains Present

### Time of the Visitation

Evening Prior to the Funeral or Memorial Service

Before the Funeral or Memorial Service Only

Both

### Displays

Photographic Displays

Mementos (Awards, Certificates, etc.)

Bible of the Deceased

Video Tribute (Usually Produced by the Funeral Home)

Other: \_\_\_\_\_

## Christian Worship Service Plans

### Location of Service

W. H. Littles & Sons Mortuaries (Chapel Service)

Place of Worship \_\_\_\_\_

Cemetery (A Graveside Service Only)

Other: \_\_\_\_\_

### Time of the Worship Service

Morning

Afternoon

Evening

**Will the Remains be Present at the Worship Service?**

- Yes (Coffin or Urn with Ashes)  
 No

**Display Items to be On or Near the Casket/Urn**

- Floral Spray and/or additional Flower Bouquets  
 Bible or Other Symbol of Faith: \_\_\_\_\_  
 Photograph  
 Cross  
 Flags

**Favorite Biblical Theme or Image** \_\_\_\_\_

**Readers**

- The Pastor who officiates will read.  
 I would like this/these person(s) to read at my service: \_\_\_\_\_

**Bible Readings**

- The Pastor who officiates may choose the readings.  
 My Family will choose the readings.  
 I have chosen the readings as indicated below.

**Old Testament**

- Job 19:23-27  
 Isaiah 40:1-11, 28-31; Isaiah 40:28-31; Isaiah 65:17  
 Psalm 23; Psalm 46:1-5, 10-11; Psalm 90:1-10, 12; Psalm 121; Psalm 130; Psalm 139:1-12

**Gospels**

- Matthew 5:1-12a  
 Luke 23:33, 39-43  
 John 11:17-27  
 John 14:1-6, 25-27

**New Testament**

- Romans 8:14-23, 31-39  
 Romans 14:7-9, 10b-12  
 1 Corinthians 15:20-26, 35-38, 42-44, 50, 53-58  
 2 Corinthians 4:16-5:1  
 1 Thessalonians 4:13-18  
 Revelation 21:1-4, 22-25, 22:3-5  
 Revelation 22:1-5

**Other Readings Selected:** \_\_\_\_\_  
\_\_\_\_\_

**Congregational Hymns or Songs**

- \_\_\_\_\_ The Pastor who officiates may choose the hymns/songs.
- \_\_\_\_\_ My family will choose the hymns/songs
- \_\_\_\_\_ I have chosen the hymns/songs as indicated below.

**Suggested Hymns**

- \_\_\_\_\_ Beautiful Savior
- \_\_\_\_\_ Guide Me Ever, Great Redeemer
- \_\_\_\_\_ I Know That My Redeemer Lives!
- \_\_\_\_\_ Love Divine All Loves Excelling
- \_\_\_\_\_ O God, Our Help in Ages Past
- \_\_\_\_\_ For All the Saints
- \_\_\_\_\_ The King of Love My Shepherd Is
- \_\_\_\_\_ Lift High the Cross
- \_\_\_\_\_ The Lord's My Shepherd
- \_\_\_\_\_ Lord Take My Hand and Lead Me
- \_\_\_\_\_ A Mighty Fortress
- \_\_\_\_\_ My Faith Looks up to Thee
- \_\_\_\_\_ My Hope Is Built on Nothing Less
- \_\_\_\_\_ Amazing Grace
- \_\_\_\_\_ How Great Thou Art
- \_\_\_\_\_ This Is My Father's World
- \_\_\_\_\_ What a Friend We Have in Jesus
- \_\_\_\_\_ Rock of Ages, Cleft for Me
- \_\_\_\_\_ Blessed Be the Tide That Binds

Other Hymns Selected: \_\_\_\_\_

**Musician(s)**

If possible, I would like this vocalist or group to sing:

\_\_\_\_\_

**Vocal Selections**

\_\_\_\_\_  
\_\_\_\_\_

Remembrances to be Shared During Worship by a Family Member or a Friend

*(Please ask speakers to limit their remarks to 3 minutes.)*

- \_\_\_\_\_ Yes
- \_\_\_\_\_ No

**I would like this person to speak:** \_\_\_\_\_

## Reception Following Service

**I would like a reception following the service for mutual conversation and consolation.**

Yes

No

**I would like the Reception**

Immediately Following the Service; Before Burial

Following the Service and After Burial

**Location for the Reception**

Church

Family's Home: \_\_\_\_\_

Other Location: \_\_\_\_\_

**Menu for the Reception**

Dessert and Coffee/Beverage

Light Lunch (Sandwiches, Salads, dessert)

Secure your own caterer and wait staff.

Other: \_\_\_\_\_

## Funeral Home

**Preferred Company** \_\_\_\_\_

*(Specific arrangements in advance at the funeral home of your choice are encouraged.)*

**Have Pre-Arrangements Been Made?**

Yes

No

**Disposition of the Body**

Embalm Body (Usually required if unrefrigerated over 24 hours before burial.)

Cremate Body Shortly After Death

Cremate Body After Visitation and/or Service

**Burial Wishes**

Bury Coffin/Urn in Cemetery

Other: \_\_\_\_\_

*(This might include keeping ashes with a family member, spreading ashes at a favorite spot, etc.)*

**Bury Coffin or Urn**

Before Visitation

After Visitation but Before Funeral Service

After Funeral Service but Before Luncheon Reception

After Luncheon Reception

At a Later Date: \_\_\_\_\_

**Grave Marker**

I have made arrangements for a grave marker with this company: \_\_\_\_\_

I would like the following to be included on the grave marker:

Name: \_\_\_\_\_

Maiden name: \_\_\_\_\_

Dates: (birth/death dates) \_\_\_\_\_

Bible Verse: \_\_\_\_\_

Graphic: \_\_\_\_\_

Other: \_\_\_\_\_

**Eligible for Military Honors**

\_\_\_\_\_ Yes, which Military branch? \_\_\_\_\_

\_\_\_\_\_ No

**Names of Pall Bearers** *(Six Pall Bearers needed only when there is a coffin for burial.)*

_____	_____
_____	_____
_____	_____

**Cemetery**

\_\_\_\_\_ I have made arrangements for my burial.

Name of Cemetery \_\_\_\_\_

Location of Cemetery \_\_\_\_\_

\_\_\_\_\_ I do not have arrangements for my burial. I suggest the following arrangements:

\_\_\_\_\_

\_\_\_\_\_ I have arrangements for a memorial marker with the following company:

\_\_\_\_\_

*(Include Contact Information)*

**Desired Expressions of Sympathy**

\_\_\_\_\_ Flowers

\_\_\_\_\_ I desire Memorial Gifts in lieu of Flowers. Donation pages can also be setup with W. H. Littles.

# Obituary

Full Name (*including Maiden Name*) \_\_\_\_\_

Birth Date and Location \_\_\_\_\_

Parent's Names (*including Mother's Maiden Name*) \_\_\_\_\_

Baptism Date, Church, and Location \_\_\_\_\_

Confirmation Date, Church, and Location \_\_\_\_\_

Marital Status, Marriage Date, and Name of Spouse \_\_\_\_\_

Other Marriages/Divorces/Spouse(s) \_\_\_\_\_

Names of Children \_\_\_\_\_

\_\_\_\_\_

Additional Next of Kin \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_