

Ceremonies Group Supervisor/Family Liaison Officer Mortuary Checklist

- In conjunction with the family, identify the mortuary of preference.
- Record the exact name, address, telephone number and person to be contacted at the mortuary. The contact person should be the point of contact and available for all-hours contact for the duration of the event.
- Schedule a meeting at the mortuary with the immediate next of kin, Family Liaison Officer, Ceremonies Group Supervisor and Funeral Director to obtain firsthand information regarding available services. The wishes of the next of kin will be addressed at this meeting.
- Coordinate with the Funeral Director for provision of limousines for the family on the day of the funeral.
- Verify that the mortuary will coordinate memorial folders, thank you cards, photographs, floral arrangements and the memorial book.
- The mortuary expects the family to provide:
 - Social Security Number
 - DD214 for honorably discharged veterans
 - Clothing for burial (if not uniform)
 - List of pallbearers
 - Photograph of the decedent
 - Parents full name, mother's maiden name, place of birth, date of birth and spouse name and maiden name.
 - Their identified preference for a cemetery plot