

Walking you through the decisions

Introduction

Within this guide, Rowland Brothers take you through the key areas you need to address when arranging a funeral, outlining all decisions you will need to make.

For further guidance, please visit **www.rowlandbrothers.com**. To contact us, please email **info@rowlandbrothers.com** or call us on **0800 0789 636**. We are here to help throughout the entire process.

Registering the death	Complete
Contact the doctor (GP) or hospital about obtaining the Medical Certificate of Cause of Death OR Contact the coroner's office to find out when you may be able to register the death	
Telephone the Registrar of Births and Deaths to make an appointment to register the death you can find your local Registrar by going to www.gro.gov.uk/gro/content/deaths	
Take the medical certificate of cause of death to the register office and tell the Registrar how many copies of the death certificate you need. (The executors should ensure that the person who registers the death purchases at least six copies of the death certificate)	
Complete the Notification or Registration of Death (BD8) form that you were given by the Registrar of Deaths	

Who you should inform immediately	Complete
Tell family members and friends about the death	
Employer or educational establishments	
Health professionals. You will also need to cancel any outstanding hospital, dental, podiatry or other health related appointments	
Agencies providing care such as social services, home carers, meals on wheels and day centres	

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The Will	Complete
<p>If there is no will, you will need to make an application to the probate registry for a grant of letters of administration. Under the grant, you will be appointed as administrator and given the legal right to deal with the deceased's estate</p>	
<p>If there is a will the first task is to identify who has been named as the executors (usually there will be more than one). Executors have the responsibility of sorting out the deceased's affairs</p>	
<p>If the deceased hasn't made their wishes known on this issue of burial or cremation the choice of funeral is the decision of the next of kin and family. Once decided inform your funeral director and proceed with arranging further funeral details</p>	
<p>If the deceased has made a decision of their choice of funeral then inform your funeral director and proceed with arranging the further funeral details</p>	

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Funeral arrangements	Complete
Choose burial or cremation	
Selecting a casket or cremation container	
Selecting a burial vault or cremation urn	
Select a burial or cremation plot	
Choose family viewing or visitation	
Booking the church and/or crematorium/cemetery	
Liaising with ministers and other funeral officials	
Selecting the service format e.g. religious or nondenominational?	
Select a photo to be displayed	
Choosing the music, e.g. a choir, an organist or CDs?	
Select hymns, scripture and literature	
Organising transport to and from the service	
Arranging flowers and catering	
Sourcing the printing of service sheets	
Arranging newspaper obituary notices and charity donations	
Select a memorial register	

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Funeral arrangements	Complete
How the deceased will be dressed (we can provide a gown set, if required)	
Decide whether jewellery is to stay with the deceased or be returned to the family	
Decide the transport arrangements, where the funeral will start and finish and how many cars are needed	

Paying for the funeral	Complete
Get a full written breakdown of all our costs before you book the funeral from your funeral director	
Find out if the bank or building society are able to settle the funeral bill in advance to the grant of representation if there is sufficient funds in the account and you are able to provide an invoice and copy of death	
Find out if the bank or building society will reimburse you after the bill has been settled with the funeral director	
If ready funds are not available, speak to the funeral director and find out if they allow delayed settlement of their bill. Find out if you can pay a deposit up front to cover the disbursements and other payments that they need to make to third parties	
Consider taking out a short-term loan to cover the deposit and/ or the funeral bill. The loan can then be repaid after the grant of representation has been obtained when assets in the estate can be realized	

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After the funeral	Complete
Check our full checklist of people to inform after a death to make sure all organizations and companies that need to be informed are	
Contact agencies offering specialist help to comfort you through post-bereavement counselling and care if you feel you need it	

The Rowland family and staff members would like to offer our sincere condolences to you and your family.

For further guidance, please visit www.rowlandbrothers.com

You are welcome to visit us in one of our branches. To arrange a visit or ask any questions you may have about the choices and decisions you need to make, please do get in touch.

To contact us, call **0800 0789 636** or email info@rowlandbrothers.com