



Eight Mile Plains

# Funeral Planning Guide

## About Logan

Logan Funerals is a not-for-profit Funeral Company. We actively invest back into community, mission and humanitarian work. So when you use Logan, not only will your loved one be honoured by our service, they will also be honoured with a legacy that can make a real contribution. A legacy that leaves behind more than memories.

## Introduction

This guide is designed to assist with the preparation and planning of a funeral service. The information provided is intended as a general guide only. We understand that different families and cultures will have their own customs and funeral traditions.



# What To Do When A Death Occurs

## At Home

- Call the ambulance or family doctor (locum if doctor unavailable) to attend
- They will provide you with an Extinction of Life Certificate
- Once the form is complete you should then contact Logan Funerals to arrange for the deceased to be transferred into our care

## At A Hospital Or Care Facility

- The facility concerned will make the necessary arrangements for a Doctor to attend
- Logan Funerals will contact the facility to arrange for the deceased to be transferred into our care

## When The Coroner Is Involved

- Due to an accidental or sudden death the Coroner will become involved
- You should contact Logan Funerals to provide the case number and details of the deceased so that we can look after you
- Logan Funerals will liaise with the Coroner to arrange transfer once the deceased is ready to be brought into our care

## If Death Occurs Interstate Or Overseas

- Contact Logan Funerals with details of where the deceased is located and the Funeral Director currently looking after them
- Logan Funerals will make the necessary arrangements to have the deceased repatriated back to Australia and into our care



## Arranging The Funeral

The responsibility of the Funeral Director is to help each family navigate through the funeral process. At the funeral arrangement meeting you will be taken through various options such as: location of cemetery or crematorium, casket or coffin selection, floral tributes, visual presentations, funeral stationery and refreshments. You will also complete personal information about the deceased to provide to the Department of Births, Deaths and Marriages for preparation of the final Death Certificate.

Communication at a very early stage between the Funeral Director and the Minister or Celebrant to confirm time and place suitable for all is of paramount importance. Please speak with the Funeral Director about time and date availabilities before speaking with the Minister or Celebrant.

After those funeral details are in place, you will be better positioned to meet with the Minister or Celebrant. You can then focus your attention on the details of the service and how you would like your loved one to be remembered.

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### What Does Logan Funerals Look After?

- Providing a Funeral Director and staff to conduct the Funeral Service
- Liaising with Minister or Celebrant
- Providing a range of Caskets and Coffins
- Providing a selection of Funeral Stationery
- Completion of legal documentation
- Order and delivery of floral tributes
- Providing a hearse and other vehicles as required
- Booking refreshments
- Booking musicians
- Preparing an online memorial site for your loved one
- Preparing and inserting notices into newspapers
- Maintain the memorial book register for those attending the service
- Registration of death with Department of Births, Deaths & Marriages
- Notification of death to Centrelink or Department of Veterans' Affairs

### What Does The Minister Or Celebrant Look After?

- Structure of the Funeral Service
- Songs, Music, Readings, Prayers, Music, Participants
- Eulogy
- Providing the Funeral Director the content for the Order of Service booklet



## Service Preparation

Some items you may wish to consider to be included as part of the service:

- Songs or Music
- Organist, Musicians or Piper
- Readings or Poems
- Eulogy
- Time of Reflection
- Visual Presentation
- Prayers
- Club Involvement such as RSL, Lions, Probus etc.
- Lighting of Candles
- Placing flowers or special items on Casket
- Decorating the Casket
- Releasing Doves
- Bearers to escort the Casket

## Preparation For A Eulogy

If the eulogy or personal tributes incorporates multiple speakers, try not to cover the same areas. Topics might include a mix of the following:

- Life Story
- Nicknames
- Date and place of Birth
- Date and place of Death
- Parent's Names
- Education
- Occupations
- Community Service
- Life Values
- Hobbies and Interests
- Likes and Dislikes
- Significant relationships
  - how and where they met
- Friendships
- Family and Children
- Family Holidays
- Pets
- Humorous stories
- Their Legacy



## Example Of A Standard Order Of Service

- 1 – ENTRY MUSIC
- 2 – WELCOME
- 3 – PRAYERS
- 4 – MUSIC
- 5 – READING OR POEM
- 6 – EULOGY
- 7 – QUIET REFLECTION
- 8 – WORDS OF HOPE & COMFORT
- 9 – THANKSGIVING
- 10 – MUSIC
- 11 – THE COMMITTAL
- 12 – BLESSING
- 13 – EXIT MUSIC

## Poems

- Afterglow – *Helen Lowrie Marshall*
- Death is a Gateway – *John Hugo Cullen*
- Do Not Stand at my Grave and Weep –  
*Mary Frye*
- Footprints – *Unknown*
- Funeral Blues – *WH Auden*
- God's Garden – *Anonymous*
- I'm Free – *Janice M. Fair-Salters*
- I've Earned My Wings – *Justice*
- Miss Me But Let Me Go –  
*Edward Guest*
- Remember Me – *Anthony Dowson*
- The Weaver – *Unknown*
- Until We Meet Again – *Unknown*

## Songs

A Thousand Years – *Christina Perri*  
Angel – *Sarah McLachlan*  
Angels – *Robbie Williams*  
Ave Maria – *Sarah Brightman*  
Because you loved me – *Celine Dion*  
Bridge over Troubled Water – *Simon & Garfunkle*  
Chasing Cars – *Snow Patrol*  
Circle of Life – *Elton John*  
Dear Darlin' – *Olly Murs*  
Feels Like Home – *Chantal Kreviazuk*  
Forever Young – *Alphaville*  
Gone too soon – *Michael Jackson*  
Goodbye my lover – *James Blunt*  
Hallelujah – *Leonard Cohen*  
I Don't Want to Miss a Thing – *Aerosmith*  
I will always love you – *Whitney Houston*  
Just Give Me A Reason – *Pink*  
Just The Way You Are – *Bruno Mars*  
Kiss From a Rose – *Seal*  
Lullaby (Goodnight My Angel) – *Billy Joel*  
Memories – *Barbra Streisand*  
My heart will go on – *Celine Dion*  
My Love – *Sia*  
My Way – *Frank Sinatra*  
Simply the Best – *Tina Turner*  
Somewhere over the rainbow – *Israel Kamakawiwo'ole*  
Stay – *Rhianna*  
Stay With Me – *Sam Smith*  
Tears in Heaven – *Eric Clapton*  
The Prayer – *Andrea Bocelli & Celine Dion*  
The way we were – *Barbra Streisand*  
Time to say Goodbye – *Andrea Bocelli & Sarah Brightman*  
To where you are – *Josh Groban*  
Unforgettable – *Nat "King" Cole*  
We'll Meet Again – *Vera Lynn*  
We're In Heaven – *DJ Sammy*  
What a Wonderful World – *Louis Armstrong*  
You'll be in my heart – *Phil Collins*  
You Raise Me Up – *Josh Groban*



## Committals

We now commit the body of \_\_\_\_\_  
to return to the earth, ashes to ashes,  
dust to dust.

In the cycle of life and death the earth is  
replenished and life is eternally renewed.  
May your spirit be safe on your journey and  
may you find a resting place of peace.

Tenderly, lovingly and reverently,  
we commit the body of \_\_\_\_\_  
to nature's keeping.

We give thanks for their life,  
we remember with gratitude their deep love  
for their family, their sense of fun,  
and their generous heart.

May we leave this place in the quietness of  
\_\_\_\_\_’s memory, offering our love and  
support to their family.

We come now to a time when we will lay  
\_\_\_\_\_’s earthly body to rest. They have  
no further need of this bodily shell that has  
housed them for \_\_\_\_\_ years. We know  
their spirit is not here and that their body will  
be changed. \_\_\_\_\_ has not passed from  
life to death, but has passed to another life,  
through death.



## Farewells

We now say farewell to \_\_\_\_\_ knowing they are at last at peace and free from the discomfort and pain of their illness. Together we are thankful for the gift of the life \_\_\_\_\_ shared with us.

Even as we grieve \_\_\_\_\_'s loss, let us surround each other with love and care. Let us go into the world, glad that we have loved, free to weep for the one we have lost, free to hold each other in our human frailty, empowered to live to the full as \_\_\_\_\_ has done, and to affirm the hope of human existence.

May you find comfort, richness and example through your memories of \_\_\_\_\_. May you find strength and support in your love for one another and may you find peace in your hearts.

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## Blessings

### An Irish Blessing

May the road rise to meet you,  
May the wind be always at your back.  
May the sun shine warm against your face.  
May the rain fall gently on your fields  
And until we meet again,  
May God hold you in the palm of His hand.

### A Gaelic Blessing

Deep peace of the running wave to you  
Deep peace of the flowing air to you.  
Deep peace of the quiet earth to you,  
Deep peace of the shining stars to you.  
Deep peace of the gentle night to you.  
Moon and stars pour their healing light on you.  
Deep peace of Christ, of Christ the light of  
the world to you.  
Deep peace of Christ to you.

### Tender Memories Blessings

May tender memories soften your grief,  
May fond recollection bring you relief,  
And may you find comfort and peace  
in the thought  
Of the joy that knowing your loved one  
brought –  
For time and space can never divide  
Or keep your loved one from your side  
When memory paints in colours true  
The happy hours that belonged to you.





## Funeral Director Details

Funeral Company  Phone

Funeral Director in charge  Mobile

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## Service Details

Date    Time

Venue  Viewing

Interment - Burial  Cremation  Not-Attended

Date    Time

Venue

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## Deceased Person Information

Full Name

Known As  Date of Birth

Place of Birth  Occupation

Name of Partner

Living  Deceased  Date of Death

Date of Marriage    Place of Marriage

Children  Names

Grandchildren  Names

Other Information

## Funeral Service Information

Minister / Celebrant

Reading / Poems

Eulogy

Tributes

Music

Visual Tribute

Club Involvements

Cultural / Family Observations

Other Items

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## Information From Family & Friends

As you reflect over the life of your loved one, is there anything you would like to share to help others appreciate them? Favourite memories or humorous anecdotes?

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## Personal & Social Information

Education

Profession / Trade

Social / Community Involvements

Hobbies / Interests / Sports

Football Code & Team

Awards / Recognitions

Other Notes

## After The Funeral

### Who to notify?

There are a number of people and organisations that need to be notified when someone dies. Use this checklist to help identify those you may need to contact.

- Solicitor / Public Trustee / Executor of Will
- Superannuation Company
- Bank / Building Society / other Financial Institutions
- Employer(s)
- Home Care Nursing Services / Meals on Wheels
- Insurance Companies
- Drivers Licence
- Hire Purchase Companies
- Australian Taxation Office / Australian Electoral Commission
- Gas / Electricity / Phone
- Medicare / Health Funds / Health Benefits Card
- Local Council
- Clubs and Social Organisations
- Doctor / Dentist / Chemist / other health providers
- Landlord / Real Estate Agent

The Australian Bereavement Register is a free service which can help to clear a deceased person's name from various mailing lists. You can register details with them online at [www.tabr.com.au](http://www.tabr.com.au)

### Grief care

For more helpful information on coping with grief, please visit the 'Care' section in our website.

[www.loganfunerals.com.au](http://www.loganfunerals.com.au)



## Office & Chapel

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