ONE STEP AT A TIME

Preparing for a funeral conversation

A little space to gather your thoughts, note useful contacts and write down what matters.
Use as much or as little as you need.

You do not need all the answers before you speak to us. These pages are for your own notes; they are not a medical or registration checklist.

01 People & contacts

Your name

Best contact number

The person who has died — name you would like us to use

Other people you would like involved, and how to contact them

02 Where things stand

Where the person has died, the team you are speaking with and anything they have asked you to do next. There is no need to record medical details here.

03 Wishes & existing arrangements

Any wishes they shared, or an existing funeral plan or arrangement. If known, note the provider and reference; leave out payment and identity-document details.

FOR THE CONVERSATION & AFTERWARDS

What matters, and what comes next

There is room for questions, preferences and anything you would like explained again.

Notes for _____ Date _____

04 Questions & personal touches

People to bring together, a ceremony or simpler arrangements, music, readings, costs or help with payment. It is fine to be unsure.

05 What we have agreed

Record actions, who will take them and when to check back.

Next action	Who to contact	When / reference

06 Anything still on your mind?

For official practical steps after a death, visit gov.uk/when-someone-dies. Requirements depend on where the death occurred. Keep your completed notes somewhere safe.