

A helpful guide to

Funeral Planning



ALEX  GOW
FUNERALS

100% Australian-owned family company

Our History

Alex Gow Funerals, which was originally known as **Petrie's Undertaking Establishment**, was the first funeral business in Queensland. It was established during the early convict days of 1840 by Andrew Petrie, a Clerk of Works in the penal colony of Moreton Bay. Andrew ran the funeral business from his residence and factory at Petrie's Bight, what is today known as the northern corner of Queen and Wharf Streets, Andrew's youngest son George eventually took over from his father and ran the funeral business until shortly before his death in 1878 at the age of 38. In 1877 Walter Barrett bought the business and the following year took out a mortgage for £700 and relocated the business to 550 Queen Street, Petrie Bight. The business operated from that site for 85 years until November 1963, when it moved to its present location at 56 Breakfast Creek Road, Newstead.

In 1884 Walter Barrett sold the business to William Henry Hancock and John Corbett who traded under the name Hancock and Corbett until the business was sold to George Sillett and Alma Adlington in 1891. After Alma Adlington died in May 1891, Sillett & Adlington continued trading until Walter S. Barrett, son of the original Walter Barrett, entered the business as partner to George Sillett. When George Sillett died in September 1908, Alexander Gow bought his share of the business.

Alexander Gow then acquired the remaining share from Walter S. Barrett in 1909 and became the owner of the **first and oldest funeral business in Queensland**. When Alexander Gow died in 1919, his son Robert (Bert) ran the business with his mother until his older brother Peter joined the firm. Peter died in 1965 while Bert continued his active role until his death in 1993, aged 94.

Today Bert's son Alistair and his children Brett and Leigh continue the tradition of family ownership and high standards set by their predecessors.



Family Ownership

At Alex Gow Funerals we are extremely proud of our heritage and particularly the fact that we are still owned by a Brisbane Family.

We believe that by being family-owned we are able to give a more personal service and be more flexible to the individual needs of our clients.

We live for our business and everything we do reflects our on-going commitment to providing affordable, quality services to our community. We are not burdened by the need to respond to on-going pressures to maintain a satisfactory stock market share price that our multinational corporate competitors have to contend with.

With so many once-local funeral brands now owned by the one multi-national corporation, we are proud to have maintained our independence and family-ownership, in fact we are opening more SE Qld branches to help offer the community better choices in funeral care.

Everyone (co-owners and employees alike) at Alex Gow Funerals is driven by the ideals of family, partnership and responsibility, and that commitment translates to serving you and your family better.

We believe that our personal and business reputations are entwined, and this is one reason we engender such special relationships with our customers and our community.



There is a special 'family like' camaraderie amongst the staff at Alex Gow Funerals. We all share a common desire to acknowledge the trust our families place in us, by providing the best possible funeral care.

If you're looking for excellent service that's backed by over 170 years of experience, Alex Gow Funerals is the name you can trust.



Pre-planning your funeral makes sense

The Executor Funeral Plan is a thoughtful pre-paid funeral plan designed to serve the needs of the community today and well into the future.

The plan is an initiative of Alex Gow Funerals that allows you to pre-arrange your funeral while ensuring all of your personal wishes are carried out. The plan also helps you cover all or some of the funeral expenses on a contribution-towards-cost basis, either by making an initial lump sum payment or paying by instalments, helping to minimise future funeral costs. Choosing a suitable funeral plan for your individual needs is as important as choosing the executor of your will. Combine your Executor Funeral Plan with an experienced funeral director like Alex Gow Funerals and you have a partnership that is committed to providing the best possible funeral care.

HOW WILL THE PLAN BENEFIT MY FAMILY?

When you pass away, the information you record in your Executor Funeral Plan will benefit your family. Not only will they know exactly what your wishes are, but they will draw great comfort in the knowledge that they are in a position to carry out those wishes for you.

Also, by pre-planning for your future funeral expenses, you will enjoy peace of mind knowing that your family will not be burdened by a possibly unexpected expense during a very difficult time.

HOW IT WORKS

Pre-arrangement involves meeting with one of Alex Gow's experienced funeral directors and recording all your personal wishes for your funeral. Some of the things you may wish to consider when pre-arranging a funeral include:

- location of the funeral service
- your choice of cemetery or crematorium
- particular religious or cultural customs to be followed
- your preferred type and style of coffin or casket
- the involvement of a specific organisation or club in your funeral service
- personal touches you would like to add such as biblical readings, music, a special poem and flowers.

The financial arrangements will also be made at this time. You will be asked to decide the type of investment in which you would like to place your money.

THE INVESTMENT

Your investment can be lodged one of two ways ... either in a funeral bond or in a funeral benefit trust fund. If placed in a Funeral Bond, it will be secured by a capital guaranteed financial institution. Your investment can be paid in a lump sum, at the time of pre-arranging, or electronically deducted from your bank account in monthly instalments. It is important to note that once money is invested in a funeral bond it cannot be withdrawn until death occurs.

The other alternative is to place your investment in Alex Gow's Funeral Benefit Business Trust Fund. As with a funeral bond, your money is also capital guaranteed, but payment instalments and times can be varied to suit your needs.

PENSION ENTITLEMENTS

Your pension entitlements are protected. The money invested through your Executor Funeral Plan is not subject to the Australian Government's income and assets tests, provided you do not invest a larger amount than allowed under the means test exemption threshold for funeral bonds. Our consultant can help you with the current exemption threshold amount.



CAN MY PLAN BE CHANGED?

The unique flexibility of the Executor Funeral Plan gives you a wide choice of options so you can tailor your plan to suit your own individual requirements. It also allows you to alter any details of the funeral service at anytime in the future.

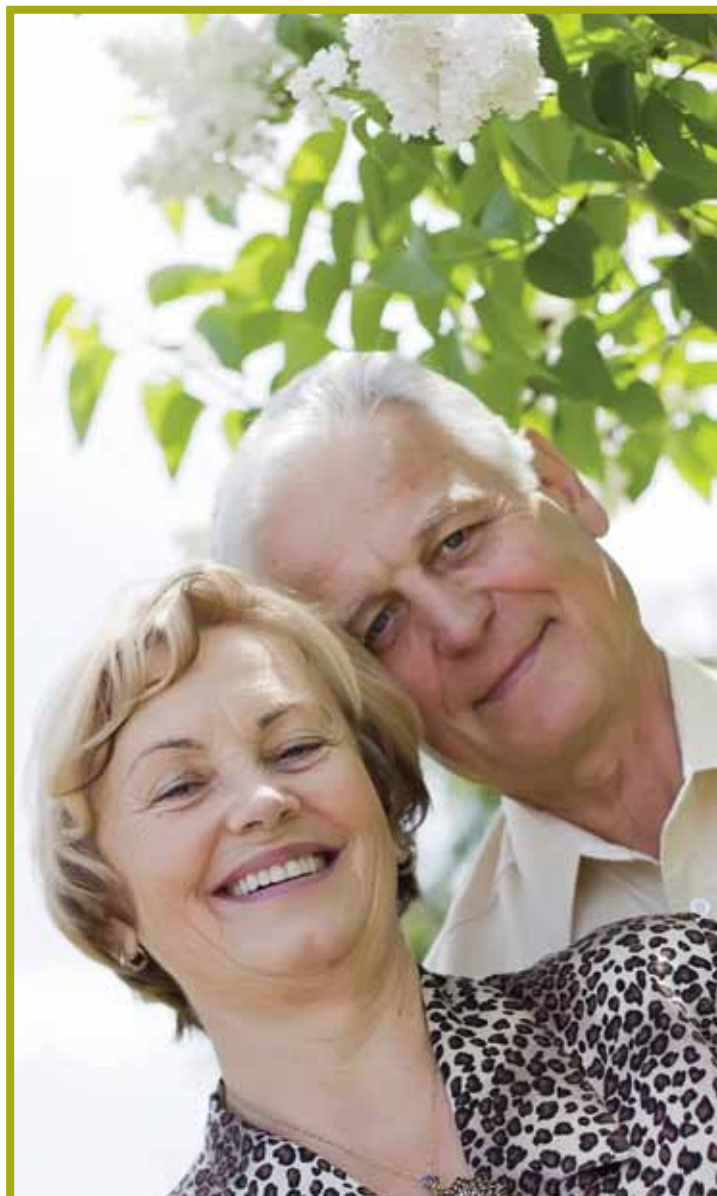
The fact we are all human and can sometimes make mistakes is taken into account. This is why the Executor Funeral Plan does not impose penalties that mean you could lose all your investment if, for some reason, your Executor Plan funeral is not carried out by Alex Gow Funerals.

Similarly, there are no penalties imposed if you should move interstate or to an area where Alex Gow Funerals cannot carry out your Executor Plan funeral.

WHAT DO I DO NOW?

We suggest you read the rest of this pre-planning guide and complete the sections of the "Funeral Planning Book" you deem necessary. Then contact us to arrange a time to meet with one of our trained Executor Funeral Plan consultants, either at our office or in the privacy of your home, so we may answer any questions you have and assist you with the final details.

Please Phone (07) 3852 1501 during business hours, or complete and mail the coupon on the inside back cover of the enclosed Pre-Planning book.



When a death occurs...



When a death occurs there are a number of issues for you to consider.

A DEATH FROM NATURAL CAUSES

If a person dies of natural causes at home the first phone call should be to the doctor as he will issue the Cause of Death Certificate. After this is done and when the family feels the time is right, ring Alex Gow Funerals on (07) 3852 1501 and we will arrange for the deceased to be transferred to our funeral home.

Should the death occur at a nursing home, then the home will call Alex Gow Funerals to arrange the transfer of the deceased. You need only to contact our office for an appointment, to commence funeral arrangements.

When someone dies in a hospital, the family will need to call Alex Gow Funerals to notify us of the death. We will then make a time to meet with the family to carry out the funeral arrangements and organise with the hospital to transfer the deceased into our care.

A DEATH FROM NON-NATURAL CAUSES

All accidental or unexpected deaths must be reported to the police who then will refer the matter to the coroner. A person who suffers an unnatural death will be taken by the police from the place of death to the John Tonge Centre; that is, the City Mortuary. After the coroner's examination he will then release the deceased so the funeral may take place.

YOUR CHOICE OF FUNERAL DIRECTOR

It is important to remember that in coronial cases you are free to use your preferred funeral company for the funeral.

The Coroner employs a government contracted funeral director whose job it is to transfer the deceased from the place of death to the John Tonge Centre. The government contractor is not contracted to do the funeral afterwards unless directed by the Justice Department, and on ethical grounds the government contract forbids him from touting for the funeral.



PLEASE REMEMBER:

One of the first calls should be to the office of Alex Gow Funerals.

Our experience and assistance will take much of the burden from you at a time when you feel least like attending to details that must be taken care of.

Before you meet with Alex Gow Funerals

We encourage you to read this Funeral Planning Guide together with your family so that each of you may share your thoughts and ideas for the preparation of a funeral. By inviting everyone - including children - to help plan or take part in the service you allow them to understand that their feelings matter.

If there has already been a death, this is a time to be understanding of each other's needs. You will be experiencing grief and loss in your own way - be gentle with each other. Accept each other's thoughts and use this opportunity to share with them. You may face the challenge of balancing your loved one's wishes with your own needs as mourners. Talk together and come to a comfortable decision that allows for the essence of the person to be upheld.

ALLOW YOURSELF TIME

It's a common belief that the funeral must be held within a specific amount of time after a death occurs. This is not the case; you may take your time and proceed at a pace you feel comfortable with.

Some families have a desire to put the funeral behind them as quickly as possible. They see it as a painful experience and simply want it to be over. Grief will not disappear once the funeral is over. We encourage such people to carefully consider this option.

The funeral is a very important part of your grieving. It is a time when you can come together as a group to remember and honour a special life. It is better to plan well and make sure the arrangements meet your family's needs.

In deciding on a day and time for the ceremony be sure you have allowed sufficient time to consider and implement all your preferred options.



When choosing a day for the funeral service you may like to consider:

- the coincidence of timing; ie the funeral day doesn't occur on a direct family member's birthday or anniversary
- time for a viewing if required
- preparation of eulogy
- relatives needing to travel
- preparing an order of service
- gathering photographs for an audio visual presentation (Reflections of a Life)
- preparation of memory displays



WHO CAN ARRANGE A FUNERAL?

Funeral arrangements for a loved one are usually carried out by the next of kin but they can be carried out by any family member or representative as long as the executor of the deceased's estate has no objection to this.

ENDURING POWER OF ATTORNEY

When people get older they may appoint an Enduring Power of Attorney to help look after their affairs. This person has the legal power to act on a person's behalf in all matters while they are still living. Some believe their nominated Enduring Power of Attorney is the lawful person who has the final say when it comes to ensuring their funeral directions are carried out. They are not aware that this "Enduring Power of Attorney" ceases at the time of death though this person can still carry out the funeral arrangements on their behalf. However it is now the person appointed executor of the estate who has the final say.

IMPORTANCE OF A WILL

It is a good idea to have a will regardless of the value of your estate. It is the only legal way to make sure that those you care about will benefit from any property or other assets you leave behind. If you do not have a legal will then your property and assets will be disposed of under the rules of intestacy and it's possible the distribution of your property may not be as you would have wished.

A will is also important because it names the executors that are responsible for administering your estate and in the event of any dispute, have the final say in your funeral arrangements.

Although funeral directions left by you are not strictly enforceable in the legal sense they do create a moral obligation and should be carried out if possible.



INFORMATION REQUIRED BY LAW

In Queensland it is compulsory that the death of a person is registered with the Registrar of Births, Deaths and Marriages within 14 days of the death occurring.

The information needed for this purpose is supplied by:

- the doctor who completes the cause of death certificate
- the next of kin, family member or representative who supplies personal information, and the funeral director who provides burial or cremation details

Alex Gow Funerals will assist you with completing the form requiring the personal information and then lodge it with the Registrar of Births, Deaths and Marriages on your behalf.

You will find the information required by the Registrar-General for registration located in the separate Funeral Pre-Planning book at the back of this guide. If you are unable to answer a question please write "not known" in the allocated space.

CERTIFIED COPY OF THE DEATH CERTIFICATE

Once the funeral has been conducted we will lodge all the required documentation with the Registrar of Births, Deaths and Marriages. The Registrar then records the particulars from the documentation into a register kept in the General Registry in Brisbane.

Once the death has been registered a certified copy of the death certificate can be obtained by applying and paying the prescribed fee. This process normally takes between 4 and 6 weeks from the time of death.

A certified copy of the death certificate is often needed when dealing with the various institutions involved with the administration of the estate of a deceased person. If you wish, Alex Gow Funerals can apply for the certified copy of the death certificate on your behalf.

Note : After a person dies, funds held in accounts at financial institutions by the deceased will be frozen. The executor or next of kin will need to contact the institution to find out their particular requirements regarding the administration of the estate.

Burial or Cremation

How you answer this question will decide what options you have when it comes to choosing a venue or venues for the funeral service.

In most cases the wishes of the deceased are known to the family generally through word of mouth or sometimes in written form, such as a will or pre-arranged funeral plan. If there are written instructions from the deceased specifying burial then a cremation cannot take place in this circumstance.

CREMATION

Today, in Australia's capital cities and the larger metropolitan areas, cremation has become a more popular choice. This is usually because it is either the deceased's preference, or it may be chosen as a lower cost option in these areas, where cemetery fees are more expensive. In regional areas crematoriums can be a few hundred kilometres away and cemetery fees tend to be less expensive than in the cities; so cost is not usually the primary reason families choose cremation.

Cremation is a respectful dignified process that is preferred by many of today's families. Should you wish to know more details about the cremation process, Alex Gow Funerals will provide you with more information.

MEMORIALISATION OF ASHES

This is a decision that does not need to be made at the time of the funeral arrangements. There are many appropriate ways for dealing with your loved one's ashes after the funeral. Alex Gow Funerals can provide you with a range of options or answer any questions you might have. There is a common misconception that you must inter or in-urn ashes in the grounds or walls of the crematorium where the cremation took place. This is not so. Families may collect their loved one's ashes and either create their own memorial, such as a special garden or a pond at home or they may wish to scatter them in a park, in the sea or at some other location of special significance. Some families have a Minister or Celebrant perform a small ceremony at the inurnment or scattering of a loved one's ashes.

DECIDING ON A CEMETERY

If you have chosen burial then you will need to choose a location for the burial to take place. This may already have been decided if you or your loved one have previously purchased a grave at a particular cemetery.

If you have not chosen a cemetery, we at Alex Gow Funerals can help you with the locations of the cemeteries in your area. If you wish you might like to visit each cemetery and discuss with their staff the options available in the various areas that graves are located, and the types of plaques or monuments that can be placed on these graves.

Once you have decided on a cemetery, we can at the time of the funeral arrangements help fill out the appropriate cemetery documents and book the grave and the funeral service time on your behalf.

PRE – PURCHASING ADDITIONAL GRAVES

When a death has occurred and a grave is purchased for a burial you may like to consider the purchase of additional graves for family members who wish to be buried alongside at a future time.



The Funeral



Just a quick note to express our sincere thanks to you and your wonderful staff for arranging the funeral of my late father. The service was beautiful and peaceful – Dad would have been very proud of his family! Peter did a great job at leading the service. Please pass on my thanks to all involved. Regards, Pam



THE FUNERAL VENUE

There are many places at which a funeral can be conducted. If you or the person who died attended a church or other place of worship then that particular church may be the place to have the funeral service.

Family tradition or personal preference may be that you hold the funeral at another venue such as :

- the funeral director's chapel
- nursing home chapel
- the crematorium chapel
- by the graveside
- rural property
- private residence
- garden setting
- school auditoriums

Or you may consider some of the following points when deciding on a venue:

- how many people you need to accommodate
- is it easy for the elderly to commute there and back
- is there adequate parking
- are there time restrictions when using the facility (e.g. crematoriums)
- availability of public transport

If you choose a crematorium for the place of service you need to be aware that services are held at 1 hour intervals. This 1 hour includes time for the mourners to arrive, enter the chapel and be seated; approximately 25 to 30 minutes for the funeral service; time for everyone to leave the chapel and convey their condolences to the family, and move away in time for the next family to arrive. If you feel more time will be required for the service it is possible to book an additional service time, for a fee.

The type of Funeral Service

As people have individual ideas and needs there are several different funeral formats available. There is no right or wrong way to have a funeral; you choose the way that feels right for you.

YOU MAY WISH TO HAVE:

- a traditional service held in a church, chapel or other venue, with either a private or public cortege to a place of burial or cremation where the committal service will take place.
- the funeral service and committal service in a church or other venue with no funeral cortege. The funeral directors remove the coffin from the venue usually during the singing of the last song or hymn.
- the funeral service and the committal service together at a crematorium, funeral director's chapel or graveside.
- a memorial or a thanksgiving service where there is no coffin present. You may wish the cremation or burial to take place at the same time as the memorial or thanksgiving service.

The type of service you choose may be either public or private.

WHO WILL OFFICIATE AT THE FUNERAL?

Any person of your choice can officiate at a funeral service whether they are a minister of religion, civil celebrant or simply a friend or member of your own family.

You may like to use a local minister or priest from a church your family has been associated with. You may not have been to church for many years but would still like a minister of religion to officiate at the funeral service.

Alex Gow Funerals can arrange this for you. You may prefer a civil celebrant to lead the funeral service; this also can be arranged by us if you wish. The person you choose to lead the ceremony will endeavour to meet with you before the funeral. This will ensure your particular wants and needs are catered for in the ceremony.



The Eulogy

A LOVING TRIBUTE TO CELEBRATE A LIFE

The eulogy is an important part of the service as it celebrates the life of your loved one and the ways in which he/she has touched many lives. Writing and delivering the eulogy is a special task as the eulogy helps to begin the healing process for those who are left behind.

The eulogy can be delivered by anyone - a family member, friend or clergy. It is best delivered by one who has known the deceased. The eulogy may even be shared with a number of people contributing words of remembrance and poetry.

HINTS FOR WRITING AND DELIVERING A EULOGY

Unfortunately in these circumstances the preparation and reading of the eulogy can appear to be a daunting task. To help with this process we have put together a simple strategy that will help you prepare and deliver the eulogy. The internet can also be a good reference point for information on writing a eulogy and for examples of eulogies others have written.

GATHER YOUR THOUGHTS

Before you begin to write, first note down the memories and feelings you might like to mention in the eulogy. You may wish to flip through photos, look at the deceased's most treasured possessions and talk to family and friends to gather memories and stories of the deceased.



Below is a list of topics that you may find helpful when compiling your notes:

- Date of birth
- Where born
- Family ranking (e.g. eldest child)
- Parent's names
- Parent's occupations
- Where grew up
- Schools attended
- Sporting or other interests
- Tertiary education
- Work history
- Milestones in life
- Military service
- Service to the community
- Age at marriage
- When married
- Where married
- To whom married
- Number of children
- Names of children
- Number of grandchildren
- Names of grandchildren
- Membership of clubs, lodges, etc.
- Things he/she enjoyed doing
- Treasured Items
- Special relationships
- Humorous events

WRITING THE EULOGY

When you start to write the eulogy don't feel that you need to summarise the person's entire life. Instead you may like to adopt a theme. You may see certain themes emerging as you do your notes. A theme provides a focus for the audience to remember the deceased.

If there are to be a number of people giving the eulogy at the funeral service, consider suggesting that each speaker adopt a theme, as this avoids the potential for repetition. Examples of themes include: Bert the family man, Bert the community leader, Bert the sportsman and Bert the businessman.

Arrange your notes in an order you feel flows well ensuring you have included an introduction and a conclusion. When you start to write, write as though you are speaking to a friend, making sure you always acknowledge the positive aspects of the deceased person and pay respect to them in an open, honest and caring manner. Don't be afraid to use some humour where you think it may be appropriate.

The writing of the eulogy is best done on a computer as it makes changing and editing a lot easier. It also allows you to be able to print the completed eulogy in a larger font size so it is easier to read at the funeral service. When you have finished writing, give the completed eulogy to family members so they may read it and suggest any changes.

Eulogies are among the most difficult speeches to make. No one expects you to be a great orator, especially at a difficult time like this. It is your words and the sentiment they convey that are most important.

Don't feel that you need to maintain eye contact with the audience; some people find it easier to stay composed by not looking up. It is best to speak to the bereaved as though you were talking to a friend. Don't worry or be embarrassed if you need to pause a moment to compose yourself, people will understand.

USEFUL HINTS FOR SPEAKING:

- rehearse your eulogy several times beforehand, imagining your listeners are before you
- speak slowly and clearly so everyone can hear
- arrange for a backup speaker to be on hand with a copy of your speech in case you feel you may not be strong enough to deliver the whole speech. The security of just knowing someone else is there to support you can help you through. If you do feel yourself starting to lose your composure remember to breathe deeply, focus on the words you are reading and try to continue.

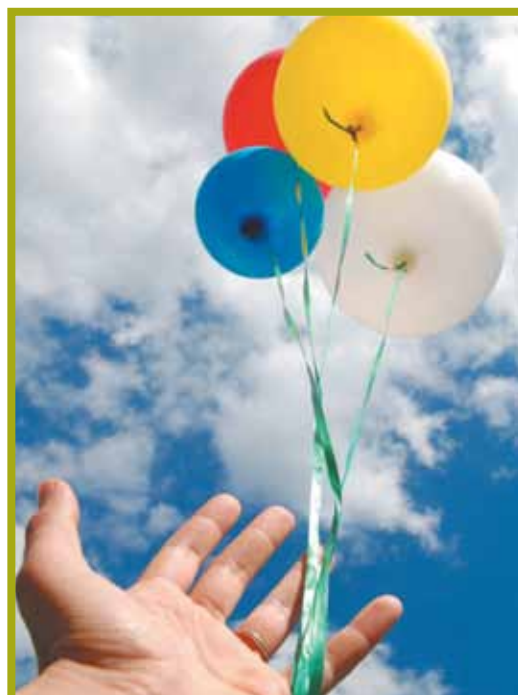
PLANNING THE FUNERAL SERVICE

When you meet with the clergy or celebrant, discuss with them the ideas you have for the funeral service. By adding personal touches you can create a funeral that reflects the unique and special qualities of your loved one.

Here are some suggestions:

- place some of your loved one's favourite items on the coffin or nearby.
- create a picture board with a montage of memorable photographs to be displayed.
- choose a particular hymn or piece of music that may be special to you or your loved one.
- the floral tribute on top of the coffin may contain flowers that were favourites of the deceased or may have come from their own garden.
- create order of service sheets containing special photos, poems, quotes etc to be handed out at the funeral service.

- during the ceremony project an audio visual tribute (Reflections of a Life DVD) containing images of the person's life.
- involve any relevant organisations such as the R.S.L., Lions, Rotary, Masonic Lodge etc. (They sometimes have their own short ceremony you can include in the service).
- prepare a personalised bookmark for mourners to take home as a keepsake after the funeral.
- include poetry or scripture that may have special significance for you or the person who is deceased.
- provide a memory book at the gathering/wake for mourners to write down any special memories they wish to share.
- if a burial, provide flowers or petals for family and friends to cast into the grave or release balloons, doves or butterflies at the church or graveside.



WRITING THE FUNERAL NOTICE

The funeral notice helps to inform friends, relatives and the community of the passing of a loved one and to convey to them the details of the funeral service to follow. You may like to place the funeral notice in the local newspaper only or you may also publish it in newspapers from towns or cities where the deceased once lived, worked or spent their weekends and holidays.

When it comes to writing the funeral notice you can include any information you feel is appropriate. You may like to refer to the funeral notice page in the newspaper for ideas and formats or you can use the guidelines in the Funeral Pre-Planning Book in the back of this guide to help you create a funeral notice.

Traditionally funeral notices include such things as:

- the deceased's name, age, date of death, maiden name, service number (if any) and places they have resided.
- sometimes, the place of death and manner of death. (e.g. tragically taken, passed away peacefully)
- the names of close relatives and descendants, including spouse, children, grand children, parents, siblings and in-laws.
- details of the funeral such as the time, date and place.
- requests for donations to charitable organisations in lieu of flowers. Sometimes the organisation mentioned may be related to the decedent's cause of death.

Alex Gow Funerals is available to assist you in the writing of the funeral notice and will attend to the placement of it in the newspaper on your behalf. Newspapers will only accept a funeral notice from a funeral director.

Contrary to the belief of some, there is no requirement at law requiring you to publish a funeral notice or death notice if you do not wish to.

EXAMPLES OF FUNERAL AND DEATH NOTICES

Funeral Notices

THOMPSON, Phyllis Grace

Late of Kippa-Ring, formerly of Clayfield. Passed away peacefully 9th November, 2011.

Aged 95 Years

Dearly beloved Wife of Anthony Thompson (dec'd). Loving Mother and Mother-in-law of Peter and Beverly, Tim and Peta and proud Grandmother of their Families. Aunt of Larry.

Relatives and friends are invited to attend a Celebration of Phyllis's life to be held in the Alex Gow Funeral Home Chapel, 56 Breakfast Creek Road, Newstead, Tomorrow Tuesday, 19th November, 2011 commencing at 10am.

ALEX GOW FUNERALS

Brisbane Ph 3851 7800

100% AUSTRALIAN OWNED
alexgowfunerals.com.au

CITIZEN, Robert Alexander

(Bert)

Loving Husband of Madge (dec'd), Loved Father and Father-in-law of Graham and Dorothy, and Alistair and Norma. Loving Grandfather to Gary, Linda, Brett and Leigh.

Relatives and friends are invite to attend Bert's Funeral Service to be held at the Clayfield Uniting Church, Bonney Ave., Clayfield at 1.30pm. Monday 19th July, 1993

No Funeral Cortege

ALEX GOW FUNERALS

Brisbane Ph 3851 7800

FUNERAL CARE SINCE 1840
alexgowfunerals.com.au

Death Notices

THOMPSON, Phyllis Grace

Late of Kippa-Ring, formerly of Clayfield. Passed away peacefully 9th November, 2011.

Aged 95 Years

Dearly beloved Wife of Anthony Thompson (dec'd). Loving Mother and Mother-in-law of Peter and Beverly, Tom and Peta and proud Grandmother of their Families.

Privately Cremated

ALEX GOW FUNERALS

Brisbane Ph 3851 7800

CITIZEN, Robert Alexander

Late of Scarborough. Passed away peacefully on the 19th July, 1993.

Loved by all his family.

*Privately Cremated
At Peace with God*

ALEX GOW FUNERALS

Brisbane Ph 3851 7800

CITIZEN, Robert Alexander

Late of Scarborough, formerly of Hamilton.

Loving Husband of Madge (dec'd), Loved Father and Father-in-law of Graham and Dorothy, and Alistair and Norma. Loving Grandfather to Gary, Linda, Brett and Leigh.

A private family farewell was held on the 15th July 1993.

ALEX GOW FUNERALS

Brisbane Ph 3851 7800



To everyone at Alex Gow Funerals

I am writing to thank Helen, Paul, and the drivers involved in the funeral and burial of my mother last week. The family was very pleased with the arrangements. The coffin and the flowers were just beautiful, and the gentlemen who were at the funeral and did the burial were very considerate, helpful and such a comfort on the day. This was the second time my family have used Alex Gow, and we would recommend you to anyone else in need of funeral services.

Yours sincerely, Coral



Poems, Verses and Phrases

The following may be of assistance in the preparation of the funeral notice, order of service sheets and/or bookmark.

- Rest in peace
- Always remembered
- Remembered with love
- Peace at last
- Forever in our hearts
- Lest we forget
- Cherished memories
- Real love does not die
- In God's care
- Safe in the arms of Jesus
- God has you in his keeping, we have you in our hearts
- Beyond the sunset, eternal joy
- May the light of God surround you and the love of God enfold you
- So dearly loved, so sadly missed
- Death is only a horizon
- Thanks for the memories
- You will be sadly missed
- Deep peace of the shining stars for you
- We have many happy memories you will be forever in our hearts
- Death is the golden key that opens the place of eternity
- A special person, a special face, a special someone we cannot replace
- I'll still walk beside you in the land of the dreams
- A laugh, a grin, a joke or two, that's the way we'll remember you
- Cross over to the other shore where there's peace for evermore
- Do not stand on my grave and cry, I am not there. I do not die
- You were beautiful and we have loved you more dearly that the spoken word can tell
- She did not bow to time. Using life as her stage she sought each morning's joy and was never defeated by age
- One of nature's true gentlemen. The world is a sadder place without him
- In peace you are resting and locked in my heart. Memories I'll treasure while we are apart
- To live in the hearts of those we love is not to die
- He was always unselfish, helpful and kind, what beautiful memories he left behind
- Weep not that she has gone, but smile that she has been
- To the world you were but one, to us you were our world
- A tender thought that brings a tear a silent wish that you were here
- No longer in our lives to share but in our hearts you'll always be there
- In our hearts you will always stay loved and remembered everyday
- My heart aches with sadness, my secret tears flow for what it means to lose you no one will ever know
- To hear your voice, to see you smile, to sit and talk to you a while, to be together in the same old way, would be our greatest wish today
- If I could have a lifetime wish, a wish that would come true, I would want to wish with all my heart for yesterday and you
- It's not what we write, it's not what we say, it's how we remember you in our own special way
- Death will not part us or distance divide, forever and always you will be by my side
- Every leaf in the forest lays down its life in its season as beautifully as it began
- Rest peacefully in some place green, some place nice, some place that's called paradise. May the winds of love blow softly and whisper for you to hear that we will love and remember you and forever keep you near
- Her little soul touched us all and while she could not stay, her spirit changed each one of us before it sailed away
- Thank you for the years we shared. The love you gave, the way you cared, in our hearts you'll always stay, loved and remembered everyday

PERSONALISED STATIONERY

Alex Gow Funerals has their own in-house creative studio that can produce full colour orders of service, keepsake memorial bookmarks and personalised thank-you cards as well as creating our very popular "Reflections of a Life" audio visual tribute.

You may wish to consider using all or some of these options in the planning process to create a funeral that reflects the unique and special qualities of your loved one.



PREPARING AN ORDER OF SERVICE

The order of service can be as simple or as detailed as you like. It is important that you allow yourself enough time so you can gather the information required and deliver it to us so we can design the layout and have you proof read the final draft before printing.

If you wish to design an order of service, the Planning book in the back of this guide contains a useful template.

You may like to include any of the following:

- a photograph
- the songs or hymns to be sung
- a meaningful poem or passage of scripture
- a message to those attending
- the outline of the ceremony
- the eulogy
- an invitation to the wake
- Keepsake Memorial Bookmarks

AUDIOVISUAL TRIBUTE

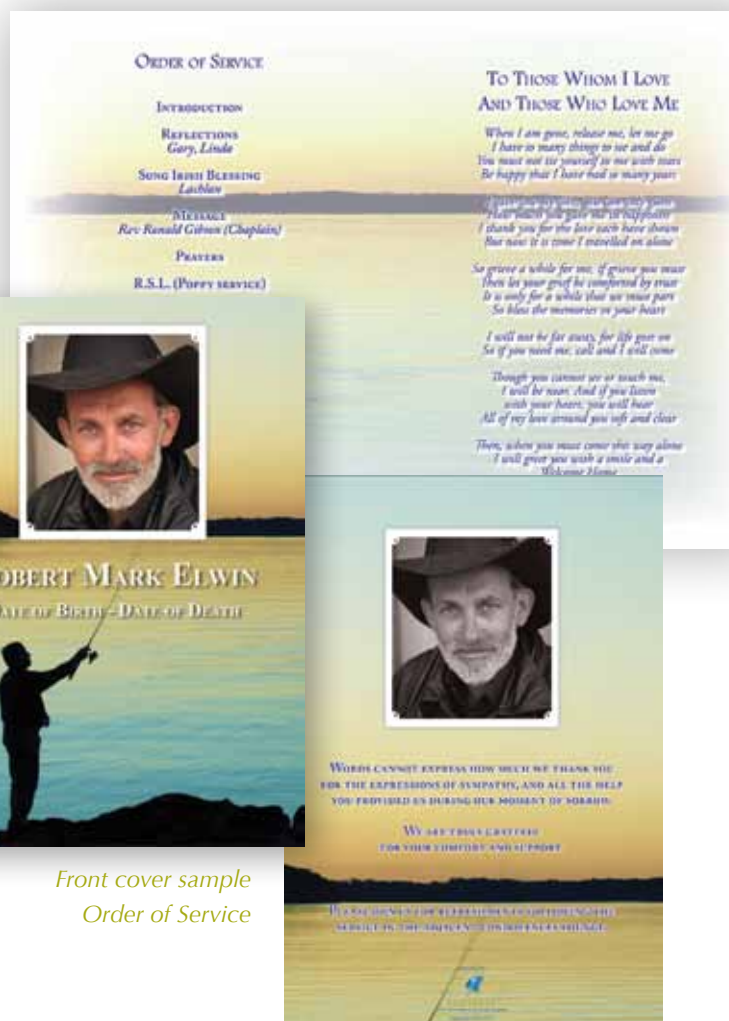
"REFLECTIONS OF A LIFE"

Alex Gow Funerals are able to provide an audio visual "Reflections of a Life" DVD of your loved one as part of the funeral service. We can provide these services at our chapel or a venue of your choosing.

Selected images and motion pictures, newspaper clippings and much more can be displayed on a large screen while your choice of reflective music is played quietly in the background.



Sample centre Order of Service



*Front cover sample
Order of Service*

Sample Back

*I just wanted to say thank-you so much for helping make
Mum's service such a fabulous celebration of her life.
You have truly excelled.
Thanks, Tanya*

Important details

CHOOSING CLOTHING

You may like to select items of clothing in which to have your loved one dressed. Clothing chosen may reflect the taste and personality of the person who has died. This could be their Sunday best suit or dress, favourite yard/fishing clothes or maybe traditional clothing from their country of origin. We can collect these from you when we meet for the funeral arrangements.

Where clothing is not supplied Alex Gow Funerals will provide an appropriate shroud.

THE VIEWING

At the time of making funeral arrangements we will ask if you would like to view the deceased. Choosing to view your loved one is a decision only you as an individual can make. If you are not sure whether to view or not you may wish to discuss this with your family or friends but you should never feel pressured either way.

At the viewing the body is presented in an open coffin or casket allowing you and others to say final goodbyes and to place any small mementos with the deceased in the coffin.

You may choose to have a private viewing for invited family members only or include other family and friends.

The viewing can be held in the Alex Gow Funeral Home Chapel a day or so before the funeral or it can be held at the service venue before the service starts. If the viewing is requested in a church we need to seek permission from the minister.

REMEMBER THE CHILDREN

It is natural to want to protect children from the pain and sadness of a funeral however it can be a very confusing time for children if they are not included.

The funeral is a significant ritual for all ages so participation will help children accept the reality of their loss and provide them with an outlet to express their grief within a supportive environment. It allows them to celebrate the life of the loved one and to understand the funeral process.

You can help them by being honest and explaining what will happen before, during and after the ceremony. Depending on the age of the child, they may wish to take part in the service by placing a flower, a picture or an item of special significance to the person they loved on the coffin or they may wish to hand out the order of service sheets.





CHOOSING THE COFFIN OR CASKET

What is the difference between a coffin and a casket? The difference is basically one of design. Coffins are widest at the shoulders and taper in at the head and foot so the coffin mirrors the form of the human body.

Caskets are rectangular in shape and are usually constructed of better quality timbers and feature higher standards of workmanship.

PERSONALISING THE COFFIN OR CASKET

If you wish you may personalise the coffin. Here are ideas others have used:

- Colour the coffin a favourite colour
- Apply significant stickers or adornments
- Choose a special fabric interior
- Invite friends to sign the coffin at the ceremony

Alex Gow Funerals can show you photographs of a range of coffins and caskets. However, it is recommended that you view the actual items at our funeral home.

MEMORIAL URNS

Alex Gow Funerals are proud to supply a wide variety of ashes urns in different colours, materials and designs to meet the individual needs of our families. All of our urns are hand crafted from quality materials and would make a beautiful memorial resting place for your loved one's ashes. The majority of our urns come in bronze and timber and a wider range can be discussed by contacting your local Alex Gow Funerals office.



REFRESHMENTS AFTER THE FUNERAL

Once the formal part of the funeral service has ended you may like to gather with family and friends for refreshments. Funerals are often times of reunion so this is a time when you and your family can relax in a casual atmosphere and catch up with friends both old and new to share stories and reminisce about the life of the one who has died.

Venues at which you may like to have refreshments can include:

- your own home.
- if the funeral was held at a church the ladies' guild may be happy to supply refreshments in the church hall for a fee.
- your favourite cafe or restaurant.
- funeral director's tea room if the funeral was held at the Alex Gow Funeral Home.
- specialised catering facility at the cemetery or crematorium.



THE MOURNING CAR

We at Alex Gow can arrange transport for you in one of our mourning cars. The driver will call for you, take you to the funeral and return you home at its completion.

In addition to convenience this service is offered as a safety precaution for those who believe their driving skills may be affected by their grief. Each mourning car can carry up to 4 passengers and if other cars with family and friends are present at the pick up point they are welcome to follow the mourning car to the funeral.

TRAVELLING IN A CORTEGE

The cortege is a significant part of the funeral ceremony. This final journey has a long and rich history which draws families, friends and communities together to pay their last respects.

As the funeral cortege leaves for the final resting place, please switch your headlights on in the low beam position until you reach your destination. This will let other motorists know that the procession is underway; allowing them to extend to the cortege the appropriate and dignified passage. This procedure is approved by the Police Department to assist funerals in moving through traffic.

THE FUNERAL ACCOUNT

As part of the service of arranging the funeral, the funeral director arranges payment on your behalf for the purchase of all goods and services associated with the funeral. These services might typically include cemetery plots, cremation fees, floral tributes, funeral notices, catering services, clergy and musician fees.

This way all the expenses for the funeral including the funeral director's own charges can be sent to you in one convenient itemised account.

A component of the funeral director's charges is the estate fee. This can be deducted from the funeral account providing your payment is received by Alex Gow Funerals by the due date. Payment can be made by cash/cheque or credit card.

If the person who has died held a bank account with sufficient funds to cover funeral expenses, in most cases the funeral director's account can be presented to the bank for direct payment.

Although during a time of sadness it may seem awkward to discuss costs, open and honest discussion is necessary during the planning stages of the funeral. It is important to balance emotional decisions with practical common sense.

AVAILABLE ENTITLEMENTS

Centrelink

The Centrelink bereavement payment is to assist with settling financial affairs associated with expenses incurred by the deceased prior to death. This may include the extension of existing payments and/or a lump sum paid to a surviving partner, a carer or a parent of a young child to assist with the changed financial circumstances caused by the death of a person who is a pensioner, a long term allowee, a child or care recipient.

Department of Veterans' Affairs

If the deceased was an ex-service person you will need to contact the Department of Veterans' Affairs and ask if they are eligible to claim a veterans' funeral benefit. If they are entitled, you will be sent an application form to complete and once returned, payment will be made into the deceased veteran's estate.



Glossary of Funeral Terms

AUTOPSY: (Or post-mortem examination) A medical examination to discover the cause of death or the extent of disease.

BURIAL: Also called interment. Placement of deceased body underground.

CASKET/COFFIN: A receptacle of timber or metal into which the deceased body is placed.

CATAFALQUE: (Say katta-falk) A stand upon which the casketed remains rest, either during the viewing or during the ceremony.

CODICIL: Any addition made subsequent and appended to the original document. (e.g. a persons will).

COLUMBARIUM: An above ground structure for final disposition of cremated remains.

COMMITTAL: The act of final disposition.

CORONER: An official who holds inquests into violent, sudden or suspicious deaths.

CORTEGE: This is the procession from the place of the funeral ceremony to the cemetery or crematorium. The hearse containing the casket/coffin usually leads it. The cortege is a symbol of mutual support and a public honouring of the death. Mourners accompany one another to the final resting place of the person who has died.

CREMATION: Cremation involves reducing the body through heat to ashes.

CRYPT: An above ground burial site (vault or room)

DIRECT COMMITTAL: (Or sometimes called direct disposition) This is when a funeral director is instructed to deliver the casketed remains direct to the cemetery or crematorium without ceremony.

DUAL VENUE SERVICE: This is a funeral where the ceremony is held in one location e.g. church or chapel and the committal follows at the cemetery or crematorium.

EULOGY: A brief speech that acknowledges the unique life of the person who died and affirms the significance of that life for all who shared in it.

EXHUME: To remove the remains from the place of burial.

LOWERING DEVICE: A mechanism used for lowering the casket/coffin to the grave.

MEMORIAL SERVICE: (Or sometimes called a thanksgiving service) No coffin/casket is present at the church/chapel. A memorial/thanksgiving service usually follows a private graveside or crematorium committal.

MOURNING: Grief gone public. It is the outward expression of the internal thoughts and feelings we experience in grief, it is through mourning that we heal.

MOURNING COACH: This is the vehicle provided by the funeral director for transporting the immediate mourners on the day of the funeral.



NICHE: A space in a wall made especially for placing urns containing cremated remains.

OBITUARY: A biographical sketch of the person who has died, usually placed in the newspaper a short time after the funeral.

PALLBEARERS: The people who carry the coffin/casket from the ceremony to the hearse and from the hearse to the gravesite or crematorium chapel.

PREARRANGED FUNERAL: Similar to writing a will. This is a document prepared to provide surviving family members with relevant personal data and wishes pertaining to the future funeral.

REQUIEM MASS: (Say rekwe-em) (Or sometimes called Thanksgiving or Funeral Mass) The Mass is the celebration of the sacrament of the Eucharist of Lord's Supper and is the chief act of Roman Catholic worship. The Mass is celebrated for the peace of the dead.

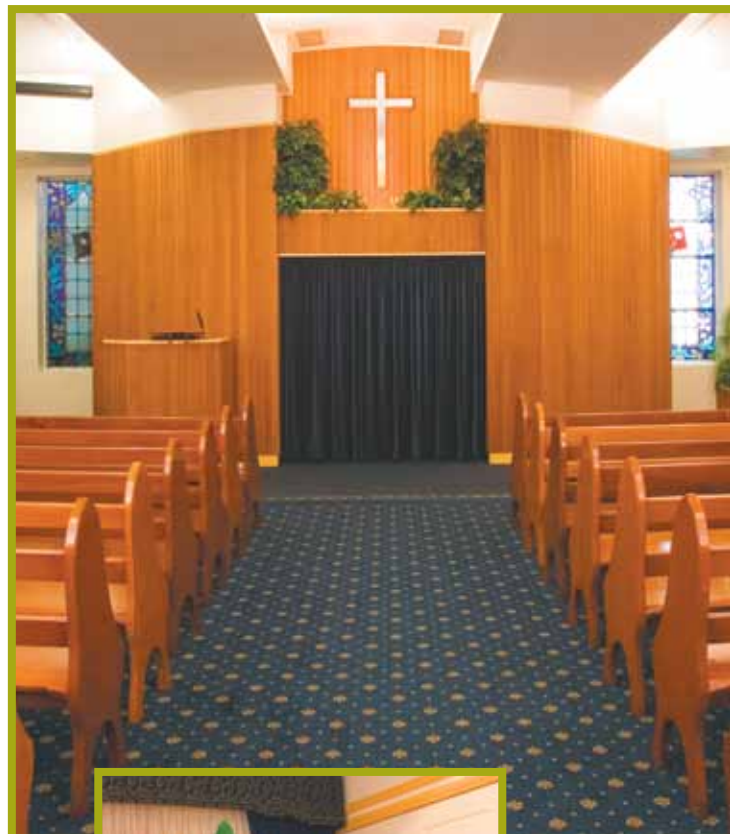
SINGLE VENUE SERVICE: This is a funeral where the ceremony and committal take place in one venue e.g. complete in the funeral home chapel, complete at the graveside, or complete at the crematorium chapel.

SHROUD: This is the garment the funeral director will place on the deceased if the family does not provide specific clothing.

URN: A container into which cremated remains are placed. May be of plastic, timber, metal, ceramic or clay.

VIEWING: An opportunity for family and friends to view the deceased in private, usually in a special room within the funeral home.

VIGIL: A Roman Catholic religious service held on the eve of the funeral service.



*Alex Gow
Newstead
Chapel*

People to Notify

This is a list of the usual people you might have to notify after a death.

- ☐ Solicitor
- ☐ Public Trustee
- ☐ Executor of Will
- ☐ Centrelink and/or Veterans' Affairs (if applicable)
- ☐ Banks and other Financial Institutions
- ☐ Employers
- ☐ Landlord/Real Estate Agent
- ☐ Home Care Nursing Services and Meals on Wheels
- ☐ Insurance Companies and Superannuation Funds
- ☐ Australian Taxation Office
- ☐ Telephone and Internet Companies
- ☐ Medicare
- ☐ Electoral Office
- ☐ Local and State Authorities
(e.g. Councils for Rates etc)
- ☐ Motor Vehicle Registry
- ☐ Health Funds
- ☐ Clubs, Organisations and Professional Bodies
- ☐ Public Service Providers such as Libraries
- ☐ Local Electricity Authority
- ☐ Gas Supply Company
- ☐ Department Store Accounts/Credit Card Accounts
- ☐ Health Professionals (Doctor, Dentist)
- ☐ Post Office
- ☐ Churches, Ministers
- ☐ Accountant
- ☐ Foreign Pension Authority
- ☐ Funeral Bond, Funeral Insurance, Pre-Paid Funerals
- ☐ School, University or College
- ☐ Household Help, Gardening Services
- ☐ Home Delivery Services



Nominated Funeral Director

I, hereby express
that at the time of my passing, Alex Gow Funerals are to be engaged
to assist my family in determining my funeral arrangements.

Date of birth:/...../.....

Religion:

Next of kin: Relationship:

Address:

..... P/C:

Signature: Date:/...../.....

In the event I am unable to sign, I give authority for the below mentioned to sign on my behalf:

Name of authorised signatory:

Signature: Date:/...../.....

Please hand this form to the Director of Nursing where applicable

Alex Gow Funerals

56 Breakfast Creek Road, Newstead Q 4006

Phone: (07) 3851 7800 Fax: (07) 3257 1496

Statement of Wishes

HOW WOULD YOU LIKE TO BE REMEMBERED?

This personal information will help lighten the load of those making arrangements on your behalf.

MY PERSONAL DETAILS

Mr /Mrs /Dr /Miss /Ms Surname:

Given names:

Address:

Phone Number:

Email address:

Place of birth:

Date of birth:

Occupation (If retired former occupation):

Marital Status:

☐ Married ☐ Widowed ☐ Divorced ☐ Separated ☐ Single

Name of Wife / Husband / Partner:

Contact details:

Names of children and dates of birth:

Father's Name:

Father's Occupation:

Mother's Name and Maiden Surname:

Mother's Occupation:

Next of Kin / Executor:

Contact Details:

MY FUNERAL REQUIREMENTS

I would like:

☐ a burial service

(please nominate cemetery and grave number if pre-purchased)

☐ a cremation service

(please nominate crematorium)

(a detailed list of crematoriums can be found at our web site)

Wishes for ashes:

☐ urn ☐ placement ☐ crematorium site ☐ scattering

(please nominate location)

I would like my service at:

☐ my church ☐ a funeral chapel ☐ another location

(please note details of location here)

☐ with a full funeral procession to cemetery / crematorium

☐ without a funeral procession

(a full list of funeral chapels can be found at our web site)

I would like the service conducted by:

☐ a minister of religion (please nominate if known or specify religion)

☐ a civil celebrant (please nominate if known)

☐ another person (please nominate)

My coffin / casket choice is: (please nominate)

(a detailed catalogue of products can be viewed at our web site)

In regards to a viewing:

☐ I would like to have an open coffin for ☐ family only ☐ all

☐ I do not want an open coffin or viewing

The songs I would like played at my service are:

☐ Pre-recorded ☐ Live e.g. Bagpiper, Organist, Musician, Bugler (Last Post, Reveille, etc)

(a list of popular choices is available on our web site)

I would like a flag draped over my coffin:

- ☐ Australian ☐ Union Jack ☐ Lion Rampant ☐ St Andrews Cross
☐ Other

As an officer of public service (fire, police, ambulance, etc) I would like:

- ☐ A colleagues guard of honour at the service
☐ A cortege of formal vehicles

In regard to flowers at the service:

- ☐ I would like the following varieties (please nominate)

☐ I would prefer people did not send flowers and request they instead make a similar value donation to the charity shown below.

I would like to be dressed in:

- ☐ a favourite outfit ☐ club outfit/uniform ☐ night wear
☐ other (please nominate)

I would like my service conducted on a (specify day) if possible:

I would like my funeral notice to appear in the following newspapers:

In regard to immediate family transport I would like:

- ☐ cars to be provided ☐ them to use their own vehicles

I would like to have pallbearers at the service

(please nominate)

Specific items I would like at the service:

- ☐ medals ☐ trophies ☐ musical instrument ☐ favourite photos
☐ sporting item
☐ other (please nominate)

I would like a special DVD presentation of my life shown at the service

(please nominate best person to contact to gather material)

- ☐ I would like a standard Order of Service produced for hand-out at the service

(please nominate best person to contact to gather material)

- ☐ I would like a Memorial Book supplied as a family keepsake

My Wake / After-service Celebrations

I would prefer my family and friends celebrate my life with (please nominate)

- ☐ a private catered gathering at the chapel
☐ a private function at a family member's home
☐ a private catered function at a club or similar
☐ other (please nominate)

- ☐ I would prefer there was no after-service activity

Other Requests

As a member of the following Clubs /Associations I would specifically like them notified of my service.

Authorisation

The above arrangements are my wishes at this date.

Signed: _____

Date: _____

Witnessed: _____

Date: _____

IMPORTANT

If you would like a copy of this document held externally for safe-keeping you are welcome to send a photocopy of these pages to us. This PRE-ARRANGED FUNERAL service is an obligation-free facility. Other options are available that allow you to PRE-PAY or invest in your funeral now so that your money grows with inflation, ensuring you and your family of a quality, professional funeral service when the time comes. This can be done as a lump sum or paid off over 3 years. If you would like to discuss these options simply call your nearest branch and a representative will talk you through the options and costs. Once complete, keep it in a safe place with all of your other personal documents and tell at least two other people where it is located. Alternatively, if you prefer, we can store the information for you. Once again we suggest you tell your family if we are holding the information on your behalf.

Popular Funeral Songs

Amazing Grace – Elvis Presley or Susan Boyle
Angel – by Sarah McLachlan
Ava Maria – Perry Como
Because You Loved Me – Celine Dion
Beyond The Sea – Bobby Darren
Candle in the Wind – Elton John
Circle of Life – Elton John
Time to Say Goodbye – Andre Boccelli & Sarah Brightman
Evergreen – Barbara Streisand
Father & Son – Cat Stevens
Hallelujah – KD Lang
Hero – Mariah Carey
Home – Daughtry
How Great Thou Art – Susan Boyle
I Will Always Love You – P. Diddy & Faith Evans
I Will Remember You – by Sarah McLachlan
Imagine – John Lennon
Memories – Elvis Presley
My Way – Frank Sinatra
Simply the Best – Tina Turner
Somewhere Over the Rainbow - Israel Kamamawiwo'ole
Tears in Heaven – Eric Clapton
To Where You Are – by Josh Groban
Unchained Melody –Righteous Brothers
Unforgettable – Nat King Cole
What a Wonderful World – Louis Armstrong
Wind Beneath My Wings – Bette Midler
You are So Beautiful to Me – Joe Cocker
You'll Be In My Heart – By Phil Collins
You'll Never Walk Alone – Gerry & The Pacemakers



Funeral Planning Book

A RECORD OF YOUR PERSONAL WISHES



ALEX  GOW
FUNERALS

...still family-owned

A CHECKLIST...

PAPERS THAT SHOULD BE IN ORDER AND KEPT IN A SAFE PLACE

■ Birth & Marriage Certificates

These documents are important family details.

■ Your Will

This is a legal document that expresses your wishes in regard to the distribution of your property after your death. It authorises a person (your executor) to act according to your wishes. It also prevents confusion arising among dependants, relatives and friends. Ensure that codicils are kept with your will. Your will should reflect your current wishes.

■ Property Deeds

These include titles to your house and land. They prove ownership of property. If the property is under mortgage, the original title will be held by the mortgagee (bank, building society etc.).

■ Taxation Records

You should keep copies of at least your most recent returns and assessments. This is necessary in deciding how to deal with financial affairs.

■ Lease Agreements

These papers provide details of property that you are leasing.

■ Insurance Policies

Include policies for house, contents, personal effects, income, loan and vehicle insurance. Records will contain rights under the policies as well as the procedures for renewal or cancellation.

■ Life Insurance/Superannuation Policies

These provide a record of the payments and income to which you are entitled.

■ Papers detailing other Assets: Shares, Debentures, etc.

These state your title to sometimes quite valuable property.

■ Details of Bank Accounts & Other Investments

This provides information as to where money is held.

The above papers should be kept in a secure place.

FUNERAL ARRANGEMENTS FOR

Title: _____ First Names: _____

Surname: _____

☐ Male ☐ Female

Date of Birth: ____ / ____ / ____ Religion: _____

Place of birth: _____
(State) (Country)

Address: _____

Suburb: _____ P/code: _____

Marital Status: _____ Pensioner: _____

Usual Occupation: _____

NEXT OF KIN

Title: First Names: _____

Surname: _____

Address: _____

Suburb: _____ P/code: _____

Relationship: _____ Phone: _____

EXECUTOR

Executor Name: _____ Phone: _____

PEOPLE YOU HAVE ADVISED OF THIS ARRANGEMENT

1. _____

2. _____

FUNERAL INFORMATION

☐ Burial ☐ Cremation

Place of Funeral Service: _____

Type of service: ☐ Service ☐ Prayers ☐ Requiem Mass ☐ Other _____

Committal service (If required) to be held at: _____

Name of cemetery: _____

If grave already purchased, grave number: _____

Name of crematorium: _____

Cremation Deed Number (if you have pre-purchased a cremation): _____

Clergy / Celebrant to officiate at the service: _____

Funeral notice ☐ Yes ☐ No

To be published in ☐ Courier Mail ☐ Other: _____

(Please see planning sheet on pages 9 and 10)

Type of coffin: _____

Coffins vary in style and price so it is best if you make an appointment with the funeral director to either choose a coffin from a selection at our premises or for them to visit you with a photo album in your own home.

Flowers for Floral Tribute on coffin: _____

(e.g. roses, daffodils, lilies or flowers in season)

Flag required on coffin? ☐ Yes ☐ No

Type of flag? _____

(e.g. Australian, Union Jack, White Ensign)

Last post required ☐ Yes ☐ No

Clothing to be worn: _____ Or ☐ Shroud provided by Funeral Director

MUSIC / HYMNS TO BE PLAYED

1. _____
2. _____
3. _____

PALL BEARERS

(If required) usually 6

Name	Name
Name	Name
Name	Name

DISPLAY OF MEMORABILIA?

☐ Yes ☐ No

Things to include: _____

Where to display: _____
(e.g. small table, on coffin, etc)

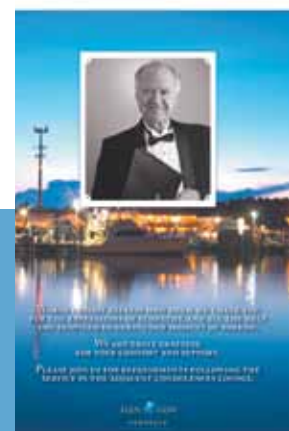
DO YOU WISH TO HAVE

An audiovisual presentation "Reflections of a life" ☐ Yes ☐ No
(Please see planning sheet on page 11)

Order of service sheets ☐ Yes ☐ No
(Please see planning sheet on pages 12 and 13)

Memorial Bookmarks ☐ Yes ☐ No
(Please see planning sheet on page 14)

Place of gathering for refreshments after funeral service:



IF A DEATH HAS OCCURRED AT THIS TIME

Date of Death: / /

Age at date of death:	Years	Months	Days

Place of death:

Marital Status:

☐ Never Married ☐ Married ☐ Widow/Widower

☐ Divorced ☐ De Facto ☐ Unknown

Retired at date of death? ☐ Yes ☐ No

Type of Pension: ☐ Aged ☐ Veteran ☐ Nil

INFORMATION REQUIRED BY LAW

When a death occurs, a legal obligation exists to register the death with the Registrar of Birth, Deaths and Marriages in that state.

The Following information is requested by the registrar as part of the process of registering the death. If you are unable to answer a question, please write "not known" in the allocated space.

If born overseas, in what year did you first arrive in Australia?

Are you of Aboriginal or Torres Strait Islander Origin?*

☐ No ☐ Yes, Aboriginal Origin ☐ Yes, Torres Strait Islander

*(If both Aboriginal and Torres Strait Islander, tick both "Yes" boxes)

If widow / widower insert date of death of wife / husband: / /

Place of death of wife/husband: _____
(Town/City) (State/Country)



MARRIAGE DETAILS

(If applicable)

If more than 3 marriages provide other details on a separate page. Do not include details of any de facto relationships.

First Marriage

Place of marriage: _____
(Town/City) (State/Country)

Deceased's age at date of marriage?	Years
-------------------------------------	-------

Name of husband or wife (Give full name at date of marriage)

First Names:

Surname:

Second Marriage

Place of marriage: _____
(Town/City) (State/Country)

Deceased's age at date of marriage?	Years
18-24	10
25-34	15
35-44	20
45-54	25
55-64	30
65-74	35
75-84	40
85-94	45
95-104	50
105-114	55
115-124	60
125-134	65
135-144	70
145-154	75
155-164	80
165-174	85
175-184	90
185-194	95
195-204	100
205-214	105
215-224	110
225-234	115
235-244	120
245-254	125
255-264	130
265-274	135
275-284	140
285-294	145
295-304	150
305-314	155
315-324	160
325-334	165
335-344	170
345-354	175
355-364	180
365-374	185
375-384	190
385-394	195
395-404	200
405-414	205
415-424	210
425-434	215
435-444	220
445-454	225
455-464	230
465-474	235
475-484	240
485-494	245
495-504	250
505-514	255
515-524	260
525-534	265
535-544	270
545-554	275
555-564	280
565-574	285
575-584	290
585-594	295
595-604	300
605-614	305
615-624	310
625-634	315
635-644	320
645-654	325
655-664	330
665-674	335
675-684	340
685-694	345
695-704	350
705-714	355
715-724	360
725-734	365
735-744	370
745-754	375
755-764	380
765-774	385
775-784	390
785-794	395
795-804	400
805-814	405
815-824	410
825-834	415
835-844	420
845-854	425
855-864	430
865-874	435
875-884	440
885-894	445
895-904	450
905-914	455
915-924	460
925-934	465
935-944	470
945-954	475
955-964	480
965-974	485
975-984	490
985-994	495
995-1004	500
1005-1014	505
1015-1024	510
1025-1034	515
1035-1044	520
1045-1054	525
1055-1064	530
1065-1074	535
1075-1084	540
1085-1094	545
1095-1104	550
1105-1114	555
1115-1124	560
1125-1134	565
1135-1144	570
1145-1154	575
1155-1164	580
1165-1174	585
1175-1184	590
1185-1194	595
1195-1204	600
1205-1214	605
1215-1224	610
1225-1234	615
1235-1244	620
1245-1254	625
1255-1264	630
1265-1274	635
1275-1284	640
1285-1294	645
1295-1304	650
1305-1314	655
1315-1324	660
1325-1334	665
1335-1344	670
1345-1354	675
1355-1364	680
1365-1374	685
1375-1384	690
1385-1394	695
1	

Name of husband or wife (Give full name at date of marriage)

First Names:

Surname: _____

Third Marriage

Place of marriage: _____
(Town/City) (State/Country)

Deceased's age at date of marriage? Years

Name of husband or wife (Give full name at date of marriage)

First Names:

Surname: _____



CHILDREN OF THE DECEASED

Include legally adopted children. Enter in order of birth. If deceased, enter “D” in age column. If not born alive (stillborn), enter “SB” in age column. If no children of Deceased, write “None” in first column.

First Names	Date of Birth	Age	Sex

FATHER OF THE DECEASED

Father’s Name (First Names):

Surname:

Usual occupation during working life (e.g. Teacher, Clerk etc):

MOTHER OF THE DECEASED

Mother’s Name (First Names):

Maiden Surname:

Usual occupation during working life (e.g. Teacher, Clerk etc):



NEWSPAPER FUNERAL NOTICE PLANNER

Surname:

First Names:

Known as:

Nee

Late of:

And formerly of:

Passed away at/died:

On the:

Aged

Beloved Wife/Husband of:

Dearly loved Mother and Mother-in-law/Father and Father-in-law of:

Loving Grandmother/Great-Grandmother/Great-Great-Grandmother of:

Loving Grandfather/Great-Grandfather/Great-Great-Grandfather of:



Dearly loved Daughter/Son of:

And loved Daughter-in-law/Son-in-law of:

Loved Sister and Sister-in-law/Brother and Brother-in-law of:

Relatives and friends are respectfully invited to attend:

Funeral, to be held at:

Commencing at:

Followed by interment/committal at:

Donation details (If applicable):

At Rest/In God’s Care/Rest In Peace/At Peace/Other:



AUDIO VISUAL PLANNER

Name: _____

Date of Birth: _____

Date of Death: _____

PLANNING INFORMATION

Choose a number of pictures that you would like to be in the reflection. Once you have chosen your pictures in the order that you would like them to appear in the reflection, turn them over and place the removable numbered stickers provided on the photos from the first to be displayed (1) to the last (20-60) etc.

If you would like your background music to be played during the reflection, please write down the song title and artist below. As a guide, a song is approximately 3 minutes long and is usually suitable for approximately 20 images.

Song/s to be played:

COVER

(Attach picture / image for front and back cover)

SERVICE SHEET INSIDE PAGES

(Page 2 may include the Order of Service, poems, etc.,)

SERVICE SHEET INSIDE PAGES

(Page 3 may include hymns, prayers, poems)

BACK COVER

(Page 4 may include another image, thank you to mourners, invitation to refreshments)



MEMORIAL BOOKMARK PLANNER

Important Information: When arranging this service with the funeral director remember all relevant information needs to be delivered to our office by 9AM one working day before the funeral service. (i.e. if the funeral is on Monday images and music must be at our office by 9AM Friday)

Name: _____

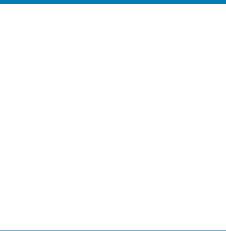
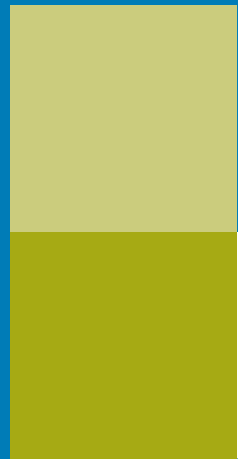
Date of Birth: (If required) _____

Date of Death: (If required) _____

Picture / Images: _____
(Attach picture)

Poem:







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