



# Acacia Funerals

Available 24 hours, 7 days a week

## PRE-ARRANGEMENT GUIDE

*Start the conversation today by completing this pre-arrangement guide, designed to make the process easier for you and your loved ones, and to help you capture all the relevant funeral arrangement information.*

[info@acaciafunerals.com.au](mailto:info@acaciafunerals.com.au)

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

*At Acacia Funerals, we understand how relieving it is to know that your personal wishes have been recorded. Planning ahead alleviates emotional stress and provides peace of mind - By completing this booklet you are giving your family peace of mind, with the knowledge they are carrying out your wishes.*

**PERSONAL HISTORY**

This information is necessary to complete the registration with Births, Deaths and Marriages.

Surname: ..... Christian Name:.....  
Date of Birth:..... Sex: .....  
Place of Birth (town): .....State: .....  
Country: ..... Year of arrival in Australia:.....  
Usual Residence (Address):.....  
Usual Occupation:.....  
If pensioner, give details: .....

**FAMILY HISTORY**

Fathers name: .....  
Fathers Occupation: .....  
Mothers name:..... Mother’s maiden name: .....  
Mothers occupation: .....  
  
Current Marital Status: .....  
Place of Marriage: .....  
Age at marriage: .....  
To whom married: .....  
Give similar details for any other marriages: .....  
.....  
.....  
.....

Give First name and date of birth of each of your children:  
Name: ..... Date of Birth:.....  
Name: ..... Date of Birth:.....  
Name: ..... Date of Birth:.....  
Name: ..... Date of Birth:.....

PERSONAL PREFERENCES

Type of Funeral: ☐ Burial    ☐ Cremation

Desired Service: Church / Chapel / Other: .....

Religion: .....

Lodge: .....

RSL:.....

Other: .....

Flowers: .....

Newspaper Notices: .....

Coffin/ Casket: .....

Music:.....

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Other: .....

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EXECUTOR OR NEXT OF KIN:

Name:.....

Address:.....

Contact Numbers:.....

My will is lodged with:.....

My solicitor is:.....

Funeral Plan details:.....

Life Insurance details: .....

Other:.....

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We understand the loss of a loved one is difficult. It can be an emotional time for family and sadly, there are many things to arrange.

Acacia Funerals perform the various tasks and services typically involved in arranging, planning, and conducting a funeral based on your choices. Our role is to make sure your personal wishes are carried out the way they should be. Typically, funeral arrangements will include:

- Guidance, care and attention from our Acacia Funeral's professional staff
- Transfer of your loved one into our care
- Provision of mortuary care by experienced mortuary staff as required.
- Coordinate, liaise, and supervise all necessary staff and service providers to conduct the funeral ceremony
- Placement of death and funeral notices if required
- Making cemetery or crematorium arrangements
- The provision of our well-maintained funeral vehicle
- Liaising with medical professionals to arrange and collect all necessary documentation.
- Assistance with the selection and purchase of a coffin or casket
- Arrangement of floral tributes and collect and distribute attendance and tribute cards.
- Organise the after-service reception, including the catering if required.
- Provision of advice and support before, during and following the funeral, including grief support if required
- Registration of death with Births, Deaths and Marriages.
- Guidance with a Eulogy
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