



## Financial considerations

Your funeral director will discuss the financial aspects and payment terms with you during your arrangement conference. We encourage you to ask questions so that you understand this aspect of planning to your satisfaction. Please do not hesitate to call in advance should you have any questions prior to your conference.

## Prior to the service

To enable us to personalize your loved one's service as much as possible, we encourage you to bring mementos, pictures and other personal items for display.

Also, please provide instructions as to where you would like floral arrangements to be delivered after the service.

## We're here to help.

At Downing & Lahey, we understand how difficult the death of a loved one can be. We're here to assist you in any way possible, so please do not hesitate to call us with questions and concerns. Our goal is to make this difficult time as easy as possible.

Downing & Lahey

• MORTUARY •  
• CREMATORY •

*Celebrate the Lives of Those You Love*

**East Location**  
6555 E. Central  
Wichita, KS 67206  
316.682.4553

**West Location**  
10515 W. Maple  
Wichita, KS 67209  
316.773.4553

dlwichita.com

*When a loved one passes*

Important steps to remember when a death occurs.

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## When a death occurs, taking the right steps can make the process easier for everyone.

When a death occurs, hospital, nursing home or hospice personnel will contact the mortuary of your choice on your behalf. Should the death occur unattended at home or in an accident outside of the home, you should call 911 immediately and the appropriate personnel will respond.

If family members are not present when mortuary personnel arrive, then the mortuary will contact the next of kin by phone at an appropriate time following the death. Besides contacting family members, you may want to contact your church or clergy to notify them of the death and to discuss possible service arrangements.

### *Steps prior to your arrangement conference*

Because many family members may have specific requests or ideas that should be taken into consideration, we suggest discussing your arrangements in advance so that everyone is comfortable with any decisions made. Prior to your arrangement conference, you should:

- Designate who will be the primary contact person in your family for the funeral home, as well as the party who will be financially responsible.
- Discuss the desired date and time of the service.
- Decide on a location for the service, whether it be the mortuary, a church or a cemetery.

- Decide on the type of service you wish, whether it be a traditional service with a burial or entombment, a graveside service or a cremation with a memorial service before or after.
- Depending on the type of service and/or viewing, the funeral home will need permission to begin preparing your loved one for the service.
- Consider whether a formal visitation time should be set for family to greet those who wish to pay their respects.
- Decide on a cemetery or mausoleum. If cemetery property has been purchased, we can assist you in the purchase and placement of a headstone. If a headstone is in place, we can arrange for the final dates to be inscribed.
- Choose any special musicians, music and/or clergy you would like to have participate in the service.
- Designate pallbearers, active and/or honorary.
- Decide if you wish to have limousine transportation to and from the service.
- Discuss family flowers. A favorite florist may be used, or Downing & Lahey can assist you in choosing a florist for the service.
- Decide if you would like for us to arrange for a burial flag and military honors. If so, we will need the veteran's honorable discharge papers (Government form DD-214).
- Discuss and plan for any video tribute you wish to be played during the service. Most churches have equipment available, but check in advance to avoid confusion.

## Your arrangement conference

To make things as easy as possible, we suggest you bring the following items with you to the arrangement conference:

### *Personal Items:*

- Clothing (including a complete set of underclothing; shoes are optional)
- Personal cosmetics, if desired (please note, these cannot be returned)

- Jewelry (Be prepared to let us know which items you wish to be returned. We do not recommend valuable or highly sentimental jewelry to be used.)
- A photograph for the memorial folder, if desired, and to help us with hair styling and cosmetics. If you have a hair stylist you would like to use, please provide their name and telephone number and we will contact them.
- An e-mail address where your online tributes may be forwarded

### *Information for the obituary:*

- A photograph, if desired
- A list of survivors, along with their cities and states of residence
- A list of family members who have preceded your loved one in death
- A designated memorial fund for donations, if desired
- Any other information you would like included such as education, occupation, military service, etc.
- A list of newspapers where you would like the obituary published
- If you compose an obituary on your own computer, please e-mail a copy of it to the mortuary at [info@dlwichita.com](mailto:info@dlwichita.com). Any photos should be .jpg format.

### *Required information for the state of Kansas for death certificate and social security purposes:*

- Full legal name
- Legal address
- Date of birth
- City and state of birth
- Ancestry (German, English, Irish, etc.)
- Social security number
- Legal names of parents (mother's maiden name)
- Education (number of years and degrees earned)
- Primary occupation
- Military service

