PALLBEARER PLANNING CHECKLIST

INITIAL PLANNING (1-2 Days After Death)

□ Determine number of active pallbearers needed (typically 6-8)

□ Decide if you want honorary pallbearers

□ Create initial list of potential pallbearers

□ Check with prospective pallbearers regarding their ability to fill the role

□ Check with funeral director about any venue-specific requirements

□ Verify if professional pallbearers are available as backup (ask funeral home)

SELECTION PROCESS (2-3 Days Before Service)

Create final list of chosen pallbearers, including:

□ 6-8 active pallbearers

□ 2-3 alternate pallbearers

□ Honorary pallbearers (if desired)

Contact each potential pallbearer:

□ Explain the role and responsibilities

□ Confirm physical ability to participate

□ Verify availability for service date/time

□ Get emergency contact information

□ Create contact list with phone numbers for all pallbearers

COMMUNICATION (2 Days Before Service)

Send written instructions to all pallbearers including:

☐ Date, time, and location to arrive

☐ Dress code requirements

☐ Parking instructions

☐ Where to meet funeral director

☐ Order of service schedule

☐ Share funeral director's contact information

☐ Confirm receipt of instructions from all pallbearers

LOGISTICS PLANNING (1 Day Before Service)

Coordinate with funeral director about:

☐ Arrival time for pallbearer instructions

☐ Procession order

☐ Seating arrangements

☐ Any special instructions or traditions

☐ Create backup plan for inclement weather

☐ Arrange transportation if needed

☐ Confirm any special seating arrangements with venue

DAY-OF SERVICE PREPARATION

☐ Arrive early to meet with funeral director

□ Check in all pallbearers as they arrive

□ Contact alternates if needed

Ensure pallbearers receive guidance from funeral director about:

   □ Proper lifting techniques

   □ Processing routes

   □ Timing of movements

   □ Seating locations

POST-SERVICE TASKS

□ Plan thank you notes/gifts for pallbearers

□ Document pallbearers' names for family records

□ Follow up with anyone who may need emotional support

□ Include pallbearers in any post-service gatherings

SPECIAL CONSIDERATIONS TO NOTE

□ Any physical limitations of chosen pallbearers

Notes: _____

□ Height arrangements for carrying

Notes: _____

□ Weather considerations

Notes: _____

□ Cultural or religious requirements

Notes: _____

□ Family dynamics that might affect selection

Notes: _____

□ Special traditions to be incorporated

Notes: _____

EMERGENCY CONTACTS

Funeral Director:

Name: _____

Phone: _____

Email: _____

Lead Pallbearer:

Name: _____

Phone: _____

Email: _____

Alternate 1:

Name: _____

Phone: _____

Email: _____

Alternate 2:

Name: _____

Phone: _____

Email: _____

PALLBEARER CONTACT LIST

Active Pallbearers:

1. Name: _____ Phone: _____

2. Name: _____ Phone: _____

3. Name: _____ Phone: _____

4. Name: _____ Phone: _____

5. Name: _____ Phone: _____

6. Name: _____ Phone: _____

7. Name: _____ Phone: _____

8. Name: _____ Phone: _____

Honorary Pallbearers:

1. Name: _____ Phone: _____

2. Name: _____ Phone: _____

3. Name: _____ Phone: _____

4. Name: _____ Phone: _____