



*Things to consider when making funeral arrangements*

This document has been designed to help ease some of the stress at the time of making funeral arrangements.

Many people find it helpful to have an idea of the type of questions which will be asked at the face to face meeting with your dedicated Nielsen Funerals funeral director. During this meeting we will go into much greater detail than this form is able to.

If you decide to complete or fill in some of this document it would be very helpful if you were able to email it to us at [admin@nielsenfunerals.com.au](mailto:admin@nielsenfunerals.com.au) or, if it is easier, you are also welcome to take photos of the completed pages and text these photos to us. Please contact Nielsen Funerals for the best mobile phone number to send to.

Having more information prior to our meeting will enable us to make a start on some necessary paperwork and in turn make things a little simpler for you.

A funeral arrangement meeting generally takes between one and half to two hours but can be less if you have a good idea of the type of funeral service and options that would best suit the family.

Nielsen Funerals are available to provide immediate assistance and guidance 24 hours a day, 7 days a week by phoning (03) 5623 2771.

More information can also be found at [www.nielsenfunerals.com.au](http://www.nielsenfunerals.com.au)

Nielsen Funerals are family owned and operated with a team of dedicated and caring professionals.

We are proud to be your local funeral director and the most trusted funeral director of local families.

In your time of need we offer a personal, caring and dignified service. Our friendly and professional team can assist you with your every need in preparing a fitting tribute to your loved one, whatever your wishes or requirements. We can take care of everything.

Our long and proud history dates back over 130 years and over this time we have gained a reputation of providing the highest level of funeral care due to our personal approach and high attention to detail.

We adhere to a strict code of ethics ensuring exceptionally high quality of facilities and staff to provide the highest standard of funeral service.



*The Nielsen Funeral Chapel*



*Garden views from the Chapel*



*The Chapel Function Room*

Our Nielsen Funeral Chapel overlooks our beautiful gardens providing a peaceful setting for any type of funeral service.

The Chapel is light and spacious and provides comfortable seating with our foyer area providing additional space when required. The chapel is able to accommodate a large number of people and is equally suitable for smaller funerals.

The Chapel is a separate building away from our offices ensuring absolute privacy and is located a short distance from both exit ramps off the Princes Highway making it very easy to locate for family and friends travelling.

Our state of the art sound system ensures that every spoken memory, tribute and chosen piece of music can be heard clearly throughout the chapel. For families choosing to add a visual tribute to their service a large projected image can be displayed at the front of the chapel, large and clear enough for all to see. The foyer also has a large plasma screen.

Our large asphalted car park provides parking space for more than 70 cars with an adjoining car park for more than another 80 cars. The chapel has additional dedicated reserved family parking ensuring that all family members are able to park together, directly behind the hearse using a separate driveway.

Our Chapel Function Room can be used for refreshments following the service with full kitchen and catering facilities. We are able to assist with all of your catering needs.

The Chapel features a hearing induction loop as well as full disabled access and facilities.

The Service can be recorded as a complimentary keepsake using high definition cameras discretely positioned around the chapel ensuring that the service be memorialised as a lasting keepsake and perhaps to share with family and friends who may not have been able to attend the funeral. We also offer a live-streaming option at no additional cost.

A timber cross sits on the front wall of the Chapel which can be removed on request. An electric piano is also available.

We also have a smaller, intimate Chapel which seats 30 people with full audio and visual facilities and an adjoining lounge.

For more information about our chapels please visit: [www.nielsenfunerals.com.au/our-chapels](http://www.nielsenfunerals.com.au/our-chapels)

## Personal Information

The following information is required to apply for a death certificate with the Registry of Births, Deaths and Marriages. The certificate will take approximately two weeks to arrive following the date of the funeral service. The death certificate will allow you to settle affairs that you may have with solicitors, banks and other legalities.

For more information regarding the death certificate you are welcome to visit: [www.nielsenfunerals.com.au/the-death-certificate](http://www.nielsenfunerals.com.au/the-death-certificate)

### Personal details

Title      Mr      Ms      Mrs      Miss      Dr      Other

Full legal name

Known as

Residential address

Date of birth

Place of birth (Town/Suburb, State, Country if not Aust.)

If born overseas, date arrived in Australia

Usual working occupation: ("Retired" not accepted)

Centrelink number (CRN)

Medicare number

Veterans' Affairs number

Nielsen Funerals are able to notify Centrelink, Medicare and Veterans' Affairs on your behalf and we will also provide you with a general list of others who may need to be eventually notified.

### Parent's details

Father's full name

Father's usual occupation  
("Retired" not accepted)

Mother's full name

Mother's maiden surname

Mother's usual occupation  
("Retired" not accepted)

**Marriage details**

Status      Married      Never Married      Widow(er)

                 Divorced      Separated      Domestic Partner  
Include full name below

Marriage 1      Full name of spouse (including maiden name if applicable)

Place of marriage

Date of marriage

Marriage 2      Full name of spouse (including maiden name if applicable)

Place of marriage

Date of marriage

**Children's details** (please state if deceased)

Full given name(s) (including middle name and surname)      Date of birth

**Main family contact** (generally the next of kin or executor)

Full name

Relationship

Home address

Phone number(s)

Email

Is this person also the executor?      Yes      No

If no, please provide the name and contact number of the executor

**Other family contacts:**

Name

Relationship

Home address

Phone number(s)

Email

Name

Relationship

Home address

Phone number(s)

Email

\* If more than three marriages or more than eight children please include details on a separate piece of paper.

## The Funeral Service

The Funeral Service is to be held at

A Church

The Nielsen Funeral Chapel

The Graveside

Other Venue

Name of Church or other venue

It is to be a

Burial at

Cremation at Gippsland Crematorium, Traralgon

Springvale Bunurong

Other

Unless the family have another preference the Gippsland Crematorium is recommended.

If Burial, the grave will be a

New grave Reopen of existing grave Reserved grave

Details (if known):

For more burial information visit [www.nielsenfunerals.com.au/burial-services](http://www.nielsenfunerals.com.au/burial-services)

If Cremation, are there any specific instructions regarding what is to be done with the cremated remains? (eg. scattered, kept, interred at a cemetery).

The cremated remains (ashes) are collected from the Crematorium by Nielsen Funerals on behalf of the family, generally within one week of the cremation.

The cremated remains are returned in a simple plastic urn but other options are available.

For more cremation information visit [www.nielsenfunerals.com.au/cremation-services](http://www.nielsenfunerals.com.au/cremation-services)

Format of the Service

Service followed by the burial/cremation

Burial/cremation followed by a Memorial Service

Other details:

The Funeral Service is to be conducted by a

Minister or Priest Denomination

Celebrant Name (if known)

Nielsen Funerals are able to recommend and arrange a Celebrant or Minister if you do not already know of someone personally.  
The Minister/Celebrant would then meet with the family to discuss the funeral service.

**Refreshments** (The Wake) to be held at

Nielsen Funerals can make recommendations and arrange for the catering on your behalf. For services held in the Nielsen Funeral Chapel, our Chapel Function Room is one option. No matter where the catering is held, an approximate number of people will be asked.

**Casket Bearers**

Names

This is usually four or six people if required. Nielsen Funerals are able to act as casket bearers when required and at some types of funeral services having casket bearers is optional, for example at a graveside funeral service the casket can already be in place when people arrive at the Cemetery and if the service is held at the crematorium chapel or the Nielsen Funeral Chapel followed by a private cremation the curtains can close to conclude the service.

**Clothing**

You are welcome to list any special instructions or clothing.  
Clothing would usually include underwear, shoes are optional. You may also like to consider things such as special perfume, glasses or anything you would like to go inside the casket

## Examples of death notices

### Newspaper Notices to be placed in

Herald Sun	(Published Mon-Sat, notices must be placed by 4pm day prior.)
The Age	(Published Mon-Sat, notices must be placed by 4pm day prior.)
Warragul/Drouin Gazette	(Published Tuesday, notices must be placed by 11am Monday.)
Latrobe Valley Express	(Published Monday, notices must be placed by 7am Monday.)
Pakenham Gazette	(Published Wednesday, notices must be placed by 12pm Tuesday.)
Sentinel Times	(Published Tuesday, notices must be placed by 11am Monday.)

### Other

The Funeral is to be Private and therefore no death/funeral notice will be placed.

The Funeral is to be Private with only a death notice placed before / after the Funeral.

With the permission of the family notices are also published on the Nielsen Funerals website where people can leave a message or comment.

If you would like to prepare your own notice please email it to Nielsen Funerals at [admin@nielsenfunerals.com.au](mailto:admin@nielsenfunerals.com.au)

### Donations in lieu of flowers

Yes                      No

If yes, to which charity:

**SMITH (Harris) -  
Joan Margaret**  
Passed away peacefully surrounded by loved ones at the West Gippsland Hospital, Warragul on January 1, 2021. Aged 89 years.  
Dearly loved and loving wife of Jack for 50 years.  
Much loved mother of Bob and Brenda, Bill and Marj. Adored Nan of Tom and Fran, Jill and Sam, Michael and Kristy; Kyle (dec), Gerard and Olivia, Sandra and Dave.  
Loving Great Nan of Hannah, Carly, Ben and Terry.  
Until We Meet Again

**SMITH -  
John Thomas (Jack)**  
Passed away peacefully at home surrounded by his loving family on January 1, 2020. In his 90th year.  
Beloved husband of Joan.  
Much loved father of Bob and Bill, loved father-in-law of Brenda and Marj.  
Loving Pop of 9 grandchildren and 4 great grandchildren.  
Mum and Dad Reunited  
Rest In Peace

**SMITH (Harris) -  
Joan "Margaret"**  
01.02.1932 - 01.01.2021  
Passed away suddenly but peacefully at Abbey Gardens, Warragul after a brave battle with cancer.  
Treasured wife and best friend of John (Jack, dec).  
Devoted mother and mother-in-law of Bob and Brenda, Bill and Marj. Proud Nan of Tom, Jill, Michael; Kyle (dec), Gerard, Sandra and their partners.  
Cherished Great Nan of Hannah, Carly, Ben and Terry.  
Dearly Loved and Sadly Missed  
Forever In Our Hearts

### Adjectives

Dearly loved  
Much loved  
Loved  
Loving  
Beloved  
Devoted  
Adored  
Cherished  
Treasured  
Proud  
Special  
Respected  
Precious  
Dear  
Darling  
Admired  
Amazing  
Fond

### Ending sentence examples

Treasured Memories	Our lives were enriched by his/her love
Dearly Loved and Sadly Missed	Gone Fishing
Forever In Our Hearts	A laugh, a smile, a joke or two, that's the way we'll remember you
Reunited with his/her loved ones	To know him/her was to love him/her
Mum and Dad Reunited	Now In God's Loving Care
Until We Meet Again	Always treasured and remembered
Now At Peace	Safe in the Arms of Jesus
Simply The Best	A patient sufferer at rest
Our Shining Star	To live in the hearts of those we love is not to die
A loving wife/husband	Beyond The Sunset
At Rest or At Peace	May his/her dear soul rest in peace
One of nature's true gentlemen	Loved and Remembered Always
Peace, Perfect Peace	Loving memories will always keep him/her near
Sadly Missed	At Home with his/her Lord
Loving Memories	Time passes, but memories remain
Peacefully Resting	The long day closes
Loved and respected by all	The memory of you will remain in our hearts forever
Rest In Peace	Your love and kindness will stay with us always
Requiescat In Pace	Life's journey is over
Riposi In Pace	Memory is the treasury and guardian of all things
Rest Peacefully In God's Care	To the world he/she was but one, but to us he/she was the world
The gates of memory never close	Happy memories of a wonderful life
Cherished Memories	Close to our hearts you will always stay, loved and remembered every day
	Your memory will live on forever

## Coffin / Casket selection

Nielsen Funerals are able to supply a catalogue of our coffin and casket selections. We can guide you through the selection process and a display room is also available.

To view the coffin and casket selections please visit [www.nielsenfunerals.com.au/coffinandcasketselections](http://www.nielsenfunerals.com.au/coffinandcasketselections)

## Floral Tribute

The flowers in the floral tribute / casket sheath are to include:  
(colour / variety of flowers you would most prefer)

To view some examples please visit [www.nielsenfunerals.com.au/flowerselections](http://www.nielsenfunerals.com.au/flowerselections)

## Photo Tribute Slideshow

Yes                      Not required

For Photo Tribute Presentations we usually suggest up to 30-40 photos per song (or approx. 10 photos per minute of music) to be numbered in the order you would like them to appear (usually chronological order). Video can also be included.

Copies of the Photo Tribute are given to the family as a keepsake.

for more information you are welcome to visit [www.nielsenfunerals.com.au/phototributes](http://www.nielsenfunerals.com.au/phototributes)

## Printing of service booklets or keepsake cards

A5 Service / Mass booklets (A5 sized booklet with additional insert pages if required)

Bookmark sized keepsake (Laminated double sided bookmark sized card)

A6 Service booklet (Four page A6 sized booklet)

Keepsake card (A6 sized two sided card)

Other

All options would usually include a photo for the front and one or more other photos with the option of a poem or text. To view some examples and for more information visit [www.nielsenfunerals.com.au/service-booklets-and-keepsakes](http://www.nielsenfunerals.com.au/service-booklets-and-keepsakes)

## Musical Preferences

Recorded Music	Organist	Singer
Bagpiper	Other	

At a Funeral Service music is usually played for the:

- Start of the Service
- Photo Tribute Slideshow / Reflection Time
- Hymn (optional)
- Recessional
- Music can also be played at the Cemetery

For a Catholic Funeral Mass music is usually played for the:

- Entrance Hymn
- Offertory Hymn (Does not have to be very long, it can be an instrumental piece)
- Communion Hymn(s)
- Photo Tribute Slideshow
- Recessional Hymn or song
- Music can also be played at the Cemetery

Nielsen Funerals are able to source your chosen music, download and test it prior to the funeral service if you are able to tell us the names of the different songs/hymns/music, the artist and when you would like them played.

For some funeral music examples please visit [www.nielsenfunerals.com.au/musicselections](http://www.nielsenfunerals.com.au/musicselections)

Music selections

**Additional Preferences:**

Yes

No

Family to decide

---

RSL or Masonic Service (if eligible)

---

Viewing

---

Rosary (for Catholic Funerals)

---

Casting flowers / rose petals

---

Memorial attendance book

---

Framed photo on the casket

---

Framed photo next to a memorial book

You are welcome to frame the photos or Nielsen Funerals can arrange this for you.

---

Funeral service recording

For services held in the Nielsen Funeral Chapel we offer a complimentary recording. For services held at other venues Nielsen Funerals are able to arrange a videographer for a reasonable fee or Nielsen Funerals can create an audio recording at no charge.

---

Funeral service live-streaming

Live-streaming is where the funeral service can be watched live via the internet by family and friends unable to attend the service in person, the service can also be viewed as a recording following the service. For services held in the Nielsen Funeral Chapel the service can be live-streamed at no charge. For services held at other venues Nielsen Funerals are able to arrange the live-streaming.

---

Candle lighting during the service

---

Mourning car

A car to collect family members from home as transport to and from the funeral service.

---

Please note that the release of helium balloons has now been banned in Victoria.

The following people may wish to speak at the Service:

For a guide on how to write a eulogy please visit  
[www.nielsenfunerals.com.au/guidetowritingaeulogy](http://www.nielsenfunerals.com.au/guidetowritingaeulogy)

Would you like to display any personal items at the Service?  
(eg. medals, art/craft work, trophies)

Any other special requests (eg. Guard of honour, cortege to pass by a home or special location)

Any other notes



Offices and Chapels

2 Korumburra-Warragul Road, Warragul

☎ (03) 5623 2771

✉ [admin@nielsenfunerals.com.au](mailto:admin@nielsenfunerals.com.au)

🌐 [www.nielsenfunerals.com.au](http://www.nielsenfunerals.com.au)

