

CHECKLIST FOR NEXT-OF-KIN

Scheduling a Service:

- Submit a "Request for Burial/Inurnment" and eligibility documents***
to the Cemetery **before** 4pm Monday - Friday (*not pre-registered).
- The Cemetery office will **verify eligibility** and call requestor to schedule services.
If you have not received a call within 24 hours, please contact the office.
- Schedule a committal service.
Please have two date/times in mind, as the cemetery calendar fills quickly.
- A confirmation packet will be **emailed** to the "Primary Contact" listed on the request.
- Inform family & friends to arrive 15 minutes before the service is scheduled to start & follow directional signs to assembly area inside the cemetery gates behind the electronic sign.

The Day of the Service:

- Make sure that you **bring** the following items with you: (Please give to the volunteers at arrival)
 - ⇒ **Veteran's Burial Flag** (*Flags can be obtained from the funeral home or post office with a DD-214, Death Certificate & Flag Application. The cemetery does not provide them.*)
 - ⇒ **Burial Transit Permit* or Death Certificate** (**should accompany the urn/casket*)
 - ⇒ **Marker Inscription Request** (*included in the confirmation packet*)
 - ⇒ *If applicable*, a check, cash or money order for **Spouse's** interment fee (\$828 FY 2022*) and/or Upper Casket interment fee (\$700 per person) *Prices subject to change each Oct. 1st.
- Follow signs to the guest assembly area inside gates & line up for the vehicle procession.

ORDER OF SERVICE

Family & Friends Arrive
10–15 min. early:

Volunteers greet guests at the assembly area. Turn in required documents, fees, flag to volunteers. Urns stay with family for final procession. Use this time to set up flowers, pictures, etc. at the committal shelter.

Procession starts here; please stay with vehicle.

00:00 *Vehicle Procession*
(5 min)

ON THE HOUR: Procession will drive from guest assembly area to committal shelter (**not graveside**). Casket/urn is set in place while guests take a seat & silence their phones.

00:05 *Military Honors*
(5–10 min)

Honors include: Sounding "Taps," folding & presentation of flag to recipient. Please allow Honor Guard a moment to depart afterward.

00:15 *Final Respects*
(10–15 min)

Spouse's service will begin with final respects.

This is your time. Take this opportunity for clergy or guests to speak, sharing condolences, or quiet reflection.

00:30 *Service Concludes;*
Family & Friends Exit

Please be prepared to vacate the shelter no later than half past the hour. Caretakers will arrive & collect your loved one's casket or urn (& up to 3 floral arrangements) for final placement. You are welcome to visit the gravesite after 5:00 pm.

To find the gravesite: Look for the white tag with your loved one's name; it will be next in line in the section requested or sharing a plot with the Veteran/Spouse who is already laid to rest here.