

Binder of a Lifetime: *“the dash*” of*

* See www.linda-ellis.com/the-dash-the-dash-poem-by-linda-ellis-.html for more details

“Binder of a Lifetime”

Property of

Name: _____

Phone #: _____

NOTE: There is the potential for a reward to be shared when this completed binder is returned to its owner. Please call when found.

The “Binder of a Lifetime” is a not-for-profit effort. Contributions cover costs: binder, printing, tabs, copying and other materials. No financial benefit is accorded Long Memories, LLC..

Welcome!

As you familiarize yourself with this Binder of a Lifetime, begin to think of it as the one location for all key elements of your life and thinking. Store this in a place where your family can find it easily -- ideally in a fire-proof, water-proof safe. Copy and discuss key pages with those you love.

More than anything, enjoy putting efforts to a project that will provide

- *peace of mind for you*
- *opportunities for meaningful conversations with friends and family NOW*
- *comfort to friends & family members now and in the future*

Why wait to share memories, wisdom and keepsakes? In the context of Dr. Gawande's quote (on the next page), you will appreciate spending time on this project and sharing it with those you love whether you're at the age of 25, 45, 65, 85, 105 or anywhere in between, Enjoy the experience!

Steve

P.S. Don't forget to customize this by putting your name and phone number on the first page (and on the spine label)

One book supporting Binder of a Lifetime (BoaL) principles is *Being Mortal*, written by Dr. Atul Gawande. It's worth reading!

Relating to BoaL efforts, this quote seems especially pertinent:

“Technological society has forgotten what scholars call the “dying role” and its importance to people as life approaches its end. People want to share memories, pass on wisdoms and keepsakes, settle relationships, establish their legacies, make peace with God, and ensure that those who are left behind will be okay. They want to end their stories on their own terms. This role is, observers argue, among life’s most important, for both the dying and those left behind. And if it is, the way we deny people this role, out of obtuseness and neglect, is cause for everlasting shame. Over and over, we in medicine inflict deep gouges at the end of people’s lives and then stand oblivious to the harm done.”

~ from the book *Being Mortal* by Dr. Atul Gawande (page 249)

While Dr. Gawande mentions this as being true in the dying role, being near-death really just spurs on the energy to do this. Since knowing when we’re dying is not the norm, why wait to do this?

A few thoughts relating to BoaL logistics:

- While this is a hard-copy binder, some may want to summarize all or most information on your computer. If so, each of the BoaL pages is available in an editable format here: <http://www.longmemories.info/binder-of-a-lifetime-resources>
- To enhance sharing as you continue BoaL efforts, consider doing some activities using “higher tech” approaches (i.e., other than paper-and-pencil.) For instance, you may want to collaborate with tech-savvy relatives and do some of this using
 - Electronic pictures
 - Audio recordings (put to CD, thumb drive, online services like YouTube, ...)
 - Video recordings (put to DVD, thumb drive, online services like YouTube, ...)

ABOUT ME

ABOUT ME

If you want to develop a life summary for you or someone else, it may be worth investing \$10-\$25 in a book to help with a substantial number of questions plus strategies for assembling the materials. Two books you might consider are:

- *Memento: My Life in Stories* by Michael McQueen
- *Questions to Bring You Closer to Dad* by Stuart Gustafson and Robyn Freedman Spizman

WARNING: To use one of these books effectively involves choosing key questions and then collecting the information in a way that's convenient. I've talked to numerous people who were handed a book like the two mentioned above and asked to fill it out. For those I've talked with asked to do that, any guess how much of it was completed? Almost none!

Some people will be more comfortable answering the questions verbally rather than writing or typing responses. Assure you collect the information as easily as possible for the person you want the background from (including if it's from you, of course!)

- **List the questions and provide the hand-written or type-written answers in your Binder of a Lifetime (BoaL.) Consider creating a computer folder and saving these electronically there too**
- **For voice recording of the responses, use a cassette recorder; MP3 recorder; smartphone voice recorder; computer recording program or ??? (Put a copy of the media in the back pocket of your BoaL)**
- **To video record the responses, use a videocamera; computer camera and microphone; smartphone camera, www.StoryCorps.me or ??? (Put a copy of the media in the back pocket of your BoaL)**

KEY INFO

PERSONAL INFORMATION

Name:

Date of Birth:

Birth Certificate: No/Yes Located:

Citizenship - date/place of naturalization if not U.S. citizen by birth _____

Father's Full Name:

Mother's Full Name:

Religious Affiliation:

Church:

Address:

Marital Status: Single/Married/Widowed/Divorced/Separated

Spouse's Name:

Date & State married:

Certificate located:

Previous marriage: Yes / No

Date:

Name:

Marriage ended by: Death / Divorce

Divorce certification located:

Children

Name:

Address:

Name:

Address:

Name:

Address:

Name:

Address:

Military Service - Date(s):

Service Serial #:

Discharge papers located:

LIVING WILL DIRECTIVE; ORGAN DONATION; DURABLE POWER OF ATTORNEY; LAST WILL & TESTAMENT

LIVING WILL

I have a living will directive stating my wishes for medical care and treatment. The document is dated _____ and is located _____ (consider keeping a copy of this in car glove compartment?)

Individuals having copies

Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

DURABLE POWER OF ATTORNEY

The following person has my durable power of attorney which will go into effect upon my inability to act for myself

Name: _____ Phone: _____

Address: _____ Papers are located: _____

I have agreed to donate my body / organs. Yes / No (If Yes, see next page for details)

My will was written on this date: _____

Papers are located: _____

Executor of Will: _____

Address: _____

Attorney: _____

Attorney Address: _____

In my will, I have left the following charitable bequests

Charity: _____ Bequest Amount: _____

Charity: _____ Bequest Amount: _____

Charity: _____ Bequest Amount: _____

MEMORIAL/FUNERAL & BURIAL ARRANGEMENTS

SEE THE "AT THE END" SECTION OF THIS BINDER OF A LIFETIME!

FINANCES

Bank Name: Primary Branch Address:
Checking / Saving Account #: Joint / Individual
Checking / Saving Account #: Joint / Individual

Bank Name: Primary Branch Address:
Checking / Saving Account #: Joint / Individual
Checking / Saving Account #: Joint / Individual

Safety Deposit Box Location/Address:
Box # _____ Where is the key located? _____
What is in the Safety Deposit Box? _____
Are there at least 2 people listed on the safety box? (minimizes need for probate) ___ Yes ___ No

I own stocks and bonds, held in street name, located as follows:
Stock Name: Account # / Location:
Stock Name: Account # / Location:
Stock Name: Account # / Location:

I own these Mutual Funds
Fund Name: Account #:
Fund Name: Account #:
Fund Name: Account #:

NOTE: Assure each financial account and security has beneficiaries on death listed – SEE LAST PAGE OF THIS SECTION TO DOCUMENT THIS

Records of stock, bond and mutual fund purchase and sale are in this location:

I own U.S. Savings Bonds under the following ownership registrations: Solely / Joint with:

Type: Face Value:
Issue Date: Maturity Date:
Serial Number:

I own Certificates of Deposit

Issuer: Address:
Amount: \$ Date of Redemption:
Issuer: Address:
Amount: \$ Date of Redemption:

I have these additional financial investments not listed above:

Here are the unusual spots where money, bonds, etc. are hidden (for example: cash under the mattress, bonds in the freezer, cash inside TV case, etc.):

RETIREMENT PLANNING AND TRUST FUNDS

Do you have a Pension? If so, list them below

Company Name:

Address:

Account #:

Beneficiary:

Company Name:

Address:

Account #:

Beneficiary:

Have Social Security?

Estimated yearly payment at age 65: \$

as of:

Have IRA/SEP?

Total Value as of _____: \$

Equity:

Account #:

Equity:

Account #:

Equity:

Account #:

Annuities?

Equity:

Account #:

Equity:

Account #:

Any other retirement benefits not listed above?

NOTE: Assure each financial account and security has beneficiaries on death listed – SEE LAST PAGE OF THIS SECTION TO DOCUMENT THIS

TRUST FUNDS

Testamentary Trust?

Trustee:

Assets in Trust:

Beneficiaries:

Attorney of Record:

Firm:

Address:

Charitable Remainder Trust?

Trustee:

Assets in the trust:

Income Recipients

Charitable Beneficiaries _____

Other Trust? Yes / No Type/Name:

Trustee:

Assets in Trust:

Beneficiaries:

Attorney of Record:

Firm:

Address:

Trust Papers are located here:

I am a beneficiary under a Trust established by:

Papers are located here:

PERSONAL EMPLOYMENT; LIFE INSURANCE

I participate in the following employer benefit plans:

Employer:

Address:

Other business interests:

I have these policies owned by me on my own life:

Insurance Company:

Policy #:

Policy Location:

Amount of policy: \$

Beneficiary(ies):

Policies owned by others on my life (including charities)

Insurance Company:

Policy #:

Policy Location:

Amount of policy: \$

Beneficiary(ies):

Policies I own on the lives of others

Person Covered:

Insurance Company:

Policy #:

Policy Location:

Amount of policy: \$

Beneficiary(ies):

Insurance Agents or Brokers

Name:

Company:

Insurance Type:

Address:

Phone:

Name:

Company:

Insurance Type:

Address:

Phone:

I have unpaid loans against these policies

Policy Name:

Policy #

Amount Due: \$

OTHER INSURANCE; RESIDENCE & OTHER REAL ESTATE; PERSONAL DEBTORS & CREDITORS; TAX RETURNS
TANGIBLE PERSONAL PROPERTY

Listed below are accident, disability, sickness, hospitalization and other such forms of insurance (in addition to and exclusive of any such insurance or benefits provided through my employer) that I personally carry:

Company: Coverage:
Policy #: Insurance Agent: Phone:
Location of Policy:

Residence Address:

I own the residence: Yes / No Ownership title is held in: My name alone / Jointly with:
Mortgage on property: Yes / No Held by:
Documents concerning this property are located:

I own other real estate located _____ (provide same details as for primary property)

Homeowner insurance agent:

Firm: Phone:
Address:

Automobile(s) – DESCRIBE VEHICLES AND WHERE TITLES ARE:

Jewelry, Art, Antiques, Collectibles – DESCRIBE ON SEPARATE PAGE.

I have done a "Personal Property Memorandum" [inventory of my personal property (written, photo and/or video) along with designating who should receive particular items] and it is in the following location:

Name of Debtor: Amount owed to me
Address:

Name of Debtor: Amount owed to me
Address:

I have the following outstanding loans

Creditor: Loan #:
Amount of Loan: Date of Final Payment:

Credit Card Debt

Company: Account #: Phone:
Company: Account #: Phone:

Copies of my income tax returns are located: _____

WEBSITES, EMAILS, TECHNOLOGY AND PASSWORDS FOR EACH

General websites that I use, plus Usernames & Passwords for them (or location of passwords) are here

- Amazon – username: _____ p-word: _____
- Google – username: _____ p-word: _____
- Dropbox – username: _____ p-word: _____
- Paying Bills: _____ .com; username: _____ p-word: _____
 - Which bills do you pay here? _____
- _____ – username: _____ p-word: _____
- _____ – username: _____ p-word: _____
- _____ – username: _____ p-word: _____

Social Media Sites that will need to be updated and ultimately deleted

- Facebook – username: _____ p-word: _____
- Twitter – username: _____ p-word: _____
- _____ – username: _____ p-word: _____

What is the passcode for... (if listed elsewhere, explain how to get to that location...)

- Cellular phone:
- Tablet:
- Personal Computer:
- Answering Machine:
- Other digital device:
- Garage door:

Are there specific computer files/folders of special note? (If so, provide computer folder locations and passwords)

- Tax software results from previous years:
- Summary of key investments:
- Diary, journal or other summary of key life happenings
-

Do you perform regular back-ups of your computer files? If so, where do you keep the back-up media (hard drive, CD, thumb drive?)

Would it be worth keeping this in a fireproof safe?

Do you have any personal Websites that you have created? (If so, provide URL locations, hosting service, passwords, and how long to preserve this site.)

PERSONAL ADVISORS

Primary Care Physician:

Address:

Phone:

Physician:

Specialty:

Address:

Phone:

Veterinarian (if applicable:)

Address:

Phone:

Clergy Person:

Denomination:

Address:

Phone:

Attorney:

Specialty:

Address:

Phone:

Insurance Agent:

Specialty:

Address:

Phone:

Insurance Agent:

Specialty:

Address:

Phone:

Trust Officer:

Address:

Phone:

Investment Broker:

Specialty:

Address:

Phone:

My tax preparer:

Firm:

Address:

Phone:

OTHER Advisor:

Specialty:

Address:

Phone:

DIRECT DEPOSITS AND WITHDRAWALS THAT SHOULD STOP

LIST NAMES OF INSTITUTIONS, CONTACT NAME, PHONE NUMBER:

LOCATIONS OF KEY MATERIALS

Trust Agreements:

Last Will & Testament:

Bonds & Securities:

Bank Books:

Insurance Policies:

Business Agreements:

Titles for Cars:

Deeds for Home, Rental Property, Timeshares:

Social Security Card:

Marriage Certificate:

Birth Certificate:

Passport:

Passport Expiration Date:

Immunization Records:

Divorce Papers (if applicable):

Photocopy of front/back of all credit cards in your purse/wallet in it is stolen):

Photocopy of Driver's License (or State I.D.):

Photocopy of Passport:

DD214 (military discharge papers):

Income tax filings and details:

Folders of key topics such as

Household Improvements: _____

Credit Card purchases: _____

Financial/Bank Account Details: _____

Collections/Hobbies: _____

Others (describe): _____

Other items _____ :

Other items _____ :

Other items _____ :

Other items _____ :

List here any items belonging to / important to others, and where they are kept (keys, safety deposit box key, children's birth certificates/immunization, borrowed items...)

Additional thoughts/comments:

Key Info - House, Car and Property of _____

	MAKE / MODEL	PURCHASE / REPAIR COMPANY	Year Purchased / Last Repair	PHONE #
Roof				
Locks				
Alarm System				
Garage Door				
Sliding Door				
Vacuum				
Vacuum				
Furnace				
Hot Water Tank				
Refrigerator				
Dishwasher				
Washer (Clothes)				
Dryer (Clothes)				
Range				
Oven				
Freezer				
Television - LR				
Television - Other				
Computer - laptop				
Cars - 1				
Cars - 2				
Cars - 3				
Car Repair - 1				
Car Repair - 2				
Car Repair - 3				
Lawnmower				
Snow Blower				
Swimming Pool				
Hot Tub				
MAINTENANCE EFFORTS				
Plumber				
Septic System				
Culligan Salt				
Furnace Filters				
Smoke Detector batteries				
Fire Extinguisher				
CO Detector				
LIST unusual HHLd chores				

WILLS & POWERS OF ATTORNEY

At a minimum, it is important to take the time to complete and include the following documents in this section of your BoAL:

- Last Will and Testament and/or Trust
- Living Will
- Power of Attorney for Health Care

Depending on circumstances there are several other legal documents that are helpful in settling your affairs. Consult your legal counsel where possible on all topics in this section where you have questions. We are indebted to Andrew Ferguson Esq. for assistance with this overview, though no comments here should be construed as legal advice by him or us.

Even if you have done these legal documents in the past, consider reviewing them on a periodic basis. It is especially important to update your legal materials in key situations: change in marital status; death of executor(s); lengthy time since last update of materials since there are sometimes changes in the law and/or the forms get updates/enhancements periodically; etc.

Wealth transfer too frequently involves probate court which is neither inexpensive nor speedy. Where possible, assure each of your assets has a beneficiary designation and that will minimize/eliminate the need for probate. The BoAL Key Information section has several pages for you to detail your wealth and mentions transfer efforts to avoid/minimize probate. The following page lists wealth transfer items that are sometimes overlooked.

A trust in-and-of-itself does not overcome any of these probate court issues. Benefits of a trust include: managing benefits for others, allowing distributions over time, managing charitable contributions and centralizing decision making.

A Living Will in “near-the-end-of-life” situations, authorizes doctors to do what this document specifies, regardless of what the Power of Attorney for Health Care (PoAHC) says. You will want to equip your PoAHC with answers on key topics to aid their decision-making. This section contains Compassion & Choices recommendations for doing this – they provide a great start for topics you’ll want to answer.

For many individuals, one additional legal document to include in your planning is a Durable Power of Attorney. This ensures that someone has the authority to handle legal affairs in a time of need (not just nearer the later years...)

Assure you designate beneficiaries for these assets:

- Real estate – file “affidavit of transfer on death” must be recorded with the county prior to your death
- Savings account
- Checking account – “transfer on death designation”; if want someone to also sign checks, consider a power of attorney naming that person
- Retirement Accounts
- Brokerage Accounts
- Individual Mutual Funds
- Individual Stocks
- I Bond
- CD
- Life Insurance
- Safety Deposit Box [NOTE: list at least two people on the box. If only one is listed and that person dies, probate will likely be required]
- Cars and other valuable vehicles

NOTE: the Boal section on Things is a great place to list how you would like distribution of any noteworthy household and personal items to be done. This can also be specified in your will if you feel that is necessary.

**COMPLETE the Values Worksheet from Compassion & Choices
AND INSERT IT HERE, to help your Power of Attorney for
Health Care with decisions. That document can be found here:
<https://compassionandchoices.org/resource/values-worksheet/>
or consult <https://compassionandchoices.org>**

PICTURES

YOUR MISSION, SHOULD YOU CHOOSE TO ACCEPT IT...

It will be tough, but we encourage you to assemble 100-200 pictures TOTAL that describe your life. Rather than looking through all your pictures – which could be a mind-numbing activity – think about the “highlight reel” you would construct of your life and then go in search of pictures to capture that (including staging some photo ops if you need to!) Some ideas to help you start the “highlight reel” are on the next page.

ONCE YOU’VE ASSEMBLED THE 100-200 PICTURES, YOU MIGHT DO ONE OR MORE OF THE FOLLOWING...

- **Breathe a sigh of relief** – family may be willing to see this many pictures!
- Label these pictures with names, locations, dates
- Make copies of pictures that are already in some other cherished location
- If many/most pictures are printed (NOT digital) purchase some 3-ringed photo pages (for example, Avery Mixed Format Photo Pages, Acid Free)
 - put the pictures in the photo pages
 - place them in this binder
- Consider scanning or digitally photographing the printed photos/slides (by you, family member, friend or business) and create a digital photos folder
 - Put this folder on your computer to view and use the pictures in it for backgrounds, screen savers, email attachments to friends, etc.
 - Consider uploading these photos to an online website like Flickr, Google Photos, Photobucket, iCloud, Shutterfly or ???
 - Can make a collage on a few pages rather than full-sized prints of all
 - Allows easy access to these and any number of others using your computer, tablet, smart phone and more
 - Put the photos on a digital photo frame
 - Create a photo slideshow using your computer. Consider doing an audio or video of you talking about the pictures (where it is, who is in the photo, etc.)
- Other thoughts for how to use these?

Select a few pictures depicting what life was like for you growing up...

- You with your parents, siblings, grandparents, etc.
- Neighborhood – kids, home, activities
- Memorable event(s): _____, _____, _____
- Pets
- School

Select a few pictures descriptive of trips you have taken

- Trips my family took as I was growing up
- Favorite trips (why, in a few words)
 - _____
 - _____
 - _____

Work photos?

Marriage and early years...

- Wedding picture
- Honeymoon
- First place you lived; subsequent locations
- First car

Family highlights

- Large group picture – father’s family
- Large group picture – mother’s family
- Full group shot of your parents and siblings
- Full picture of your immediate family
- Picture of a favorite family member(s)
- Vivid holiday memories
- Special events
 - Graduations _____
 - Family Weddings _____
 - _____
 - _____

Other pictures of note

- Doing hobby
- Attending sporting events
- Attending concerts
- Church activities
- Groups of friends getting together
- Times you were happiest
- At your favorite restaurant
- _____
- _____

REFLECTIONS

Philosophy instructor's "forward thinking" project – The Bucket List movie

Do you have an official/unofficial Bucket List started? If so, what's on it?

- _____
- _____
- _____
- _____
- _____
- _____

What could be added to the list based on the thought-starters below or spending a few minutes in thought?

These come straight from The Bucket List movie...

- "Help a complete stranger for the good"
- "Laugh until I cry"
- "Witness something majestic"

Where do you still want to travel (and activities while there...):

What outlandish activity would you like to do that might surprise your loved ones?

If you could live your ideal day/week – what would that involve?

Is there an effort you saw others do and love that would be fun to try? What is it?

List people who have made a positive influence on your personal and/or business life, listing the influence they provided that you'd like to do too

THINGS

Over a lifetime, we amass so many things. Some are precious, some not so much... Because this project can appear overwhelming, PRIORITIZE. Select 10-30 items with meaning to you, that others will want and/or have a story that needs to be told. If you get done with these and want to do more, all the better! :-)

Now describe 1-2 of these prioritized items to get the experience of how to do this. DETAILS to consider including are:

- Detailed description of the item
- Where the item is located
- History of it – who made it, purchased it, etc.
- Is there a special someone who should own it next? **

OPTIONS - WAYS TO SHARE DESCRIPTION INCLUDE:

- List the DETAILS above for each item on a separate sheet of 3-holed paper and place each in this section of your Binder of a Lifetime
- Labeling a piece of masking tape and placing it underneath the item is frequently all that's needed (if valuable, maybe include a \$\$ sign too?)
- Video record you displaying the items, explaining the history, etc.. Have a family member or friend do this with you and maybe ultimately put it privately on a video sharing service like YouTube or on a memory stick?

After you have done this for the first 1-2 items, share what you have done with a family member or friend. Have them give you any thoughts they have to make this process even better. Now continue with the rest of your precious things. Now consider doing a “bulk effort” – photograph or video your entire home?

To “jump start” your final list of THINGS, here are some to consider...

- Artwork/Antiques: paintings, furniture, dishes, silverware, ...
- Items from your parents, grandparents or other family members
- Cherished papers/letters (if not contained in BoaL already, of course :-))
- Picture albums
- Anything “packed away” for safe-keeping that should be part of this?

**** Many families find that sharing/distributing family treasures over their lifetimes is satisfying (the items don't linger in the attic and instead can be displayed, used, etc..)**

SPIRITUAL

This section does not relate to a specific religion or creed.

Among other things, this section might include pages of prose and summaries on topics such as

- Philosophical commentaries that you've written, possibly including your "Statement of Faith" [attach on separate pages]

- Favorite songs, whether they're hymns or secular music that resonates with your soul. List them below, with a description of why it resonates, where possible [attach on separate pages if that's easier]
 -
 -
 -
 -
 -

- Favorite writings, whether from a religious book (Torah, Bible, Koran, ...) or other sources [attach on separate pages if that's easier]
 -
 -
 -
 -
 -
 -

AT THE END

NAME: _____

DATE: _____

GOALS of these "At the End" efforts include:

- **Reflecting on what has been important in your life and summarizing it**
- **Sharing this resulting gift with your loved ones – assuring they know**
 - **actions already taken/pre-paid for next steps near and after death**
 - **your wishes about actions and public events following your death**
 - **favorite scripture, stories, poems, song, pictures, and more for use in celebrating your life in whatever fashion your family/friends choose**
- **Making any/all memorial gathering efforts more effective and meaningful**

AS I NEAR THE END, MY LOVED ONES SHOULD KNOW ...

___ My "Binder of a Lifetime" contains all the items below! :-)

___ I have advance health care directives (living will and PoA for HC)

___ my primary health care physician has copies on file

Others having copies: _____

___ I have a will/trust located here: _____

Others having copies: _____

___ I have a power of attorney located here: _____

Others having copies: _____

___ A starter obituary is in the About Me tab and/or printed with these materials or in this location on my computer: _____

___ My completed VALUES WORKSHEET from Compassion & Choices is in the Wills/PoA tab of the Binder of a Lifetime

___ Key loved ones to contact about next steps include:

Pastor/Spiritual Contact: _____ Phone: _____

Name (relationship): _____ Phone: _____

Name (relationship): _____ Phone: _____

Name (relationship): _____ Phone: _____

Name (relationship): _____ Phone: _____

Name (relationship): _____ Phone: _____

Consider spending time with loved ones listed above on your "Conversation of a Lifetime."

SEE MORE HERE: www.ConversationsOfALifetime.org

NAME: _____

DATE: _____

AFTER MY PASSING (check one for each item, filling in details where possible)

- Do you wish for your body to be available first for organ donation? ___ Yes; ___ No; If Yes, have you made special arrangements with a group in advance for donation and/or scientific purposes? If so, please list the group(s) here:
_____ and include any documentation you have from them
- Do you wish your body to: ___ be buried; ___ be cremated; other: _____
- Additional burial, memorial, etc. plans include... (fill in as applicable)
 - I wish to be buried and/or have ashes placed in this memorial garden/cemetery: _____ Have you pre-paid for the stone and/or cemetery site, and if so, list details (where are receipts located?)

 - I wish my ashes to be kept by: _____ and scattered here if possible: _____
 - Here are other wishes I have related to memorials (trees, benches, etc.):

- Should people wish to give memorial gifts, my wish is they would go to _____, _____ and/or _____
- If I have pets still living when I die, here would be my wish for who they are placed with, if possible (specify details): _____

- I have composed a brief farewell and it is located in hard copy in my Boal, with these documents and/or as an electronic file in this location on my computer (describe): _____
 - ___ Send to special people in my life - their contact information is located here: _____
 - ___ Please use my email distribution list
 - Username:
 - Password:
 - "Send to all" in email distribution or use the smaller list located here:

 - ___ Put this as a note in the memorial service bulletin

NAME: _____

DATE: _____

After my death, I would like a memorial service/funeral to be held
___ Yes (CONTINUE on this page) ___ No (SKIP to page 5)

Please fill in the service details for topics where you have specific wishes:

- o Location: _____ (name of church, funeral home or ?)
- o with _____ officiating/organizing
- o Describe the atmosphere (tone of service, length, "preachiness") you would prefer and any actions you think will help make that happen:

- o People you would like to be asked to publicly share a eulogy and/or summary of experiences (not that all need to be asked): _____;
_____;
- o Songs for the congregation to sing (circled/listed on Page 4)
- o Person/group you'd like to have do special music, if it can be arranged:
_____;
- o Scripture/readings to include (circled/listed on Page 4) People you'd like to have do these readings? _____; _____;
_____;
- o Rituals I would like to include** (faith-based, military, lodge or ???):
_____;
- o ___ Consider including items described below
 - Favorite quotes listed here (or attach)

 - Meaningful poem(s): _____
 - Advice I'd like to share: _____ (attach)
 - Copies of prose you wrote: _____ (attach)
 - A good photo to use is included here (attach or put in pouch)
 - A short (300-500 word) biography is here (attach)
- o ___ Give attendees flower seeds/bulbs to brighten a place they see; and/or a small favor/gift like mentioned [HERE](#) and [HERE](#)
- o Pallbearers (if casket): _____; _____;
_____;

PLEASE NOTE: These are my preferences. I give you, my loved ones, the flexibility to alter any/all memorial service wishes as you see fit so my conclusion is a good memorial for me and for YOU! [alter or ~~cross this off~~ if you disagree]

** May choose to have these done separate from the memorial service/funeral

NAME: _____

DATE: _____

*SONG POSSIBILITIES***: Circle songs you would like to have considered*

- MORE TRADITIONAL: Amazing Grace; Oh Let Me Walk With Thee; Old Rugged Cross; It is Well With My Soul; Nearer My God to Thee; Blessed Assurance; Abide With Me; Just a Closer Walk with Thee; How Great Thou Art; Great is Thy Faithfulness; Rock of Ages; I Was There to Hear Your Borne Cry; His Eye is on the Sparrow; Hymn of Promise (#707 in Methodist hymnal); I'll Fly Away
- MORE CONTEMPORARY***: One Sweet Day; Yesterday; My Heart Will Go On; Tears in Heaven; I Will Always Love You; Goin' up Yonder; The Upper Room; Ave Maria; Dance With My Father; I Will See You Again; On Eagles' Wings; Turn, Turn, Turn; Lean on Me; Never Alone; Go Rest High Upon That Mountain;
- OTHERS: _____; _____;
_____;

*** NOTE: if words printed/listed as part of a service, having the legal rights to do so will need to be investigated

POSSIBLE READINGS:

- SCRIPTURES: A separate page includes many possibilities (please list them below or circle them on that separate sheet and include it with the binder)
 - _____
 - _____
 - _____
 - _____
 - _____
 - _____

NAME: _____

DATE: _____

CONTACT TREE: People to contact following my death, who can then contact others (hobby groups, church contacts, work associates, etc.), are below.

NAME (relationship)

CONTACT INFO (email, phone or address)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

OTHER COMMENTS [NOTE: if needing more space for additional thoughts, interment details, additional contacts, etc., attach a separate sheet(s)]:

By my signature below, I indicate my desire to the arrangements outlined in this "At the End" section (NOTE: should you want to establish a person(s) with direct responsibility for your "At the End," see an attorney to set up a formal, legal "Declaration of Funeral Arrangements")

Printed Name: _____

Signature: _____

Date completed: _____ (Change date here whenever revised)

NAME: _____

DATE: _____

My "Best Last Day" Would Include the Following

- I will awaken in this city, state, country: _____
- When I awaken, this person (these people) will be nearby: _____

- First thing in the morning I will: _____
- For breakfast food/drink I will have the following:

- I will enjoy breakfast here: _____
- Morning activities will include:
 - _____
 - _____
 - _____
- For lunch food/drink I will have the following:

- I will enjoy lunch here: _____
- Afternoon activities will include:
 - _____
 - _____
 - _____
- For dinner food/drink I will have the following:

- I will enjoy dinner here: _____
- Evening activities will include:
 - _____
 - _____
 - _____
- When I die, these people will be with me (write ALONE here if you prefer to be alone when you die):

NOTE: SEE CONSIDERATIONS ON THE NEXT PAGE THAT MAY HELP WITH THE ITEMS ABOVE

NAME: _____

DATE: _____

CONSIDERATIONS WHEN FILLING OUT FINAL DAY ACTIVITIES

- Among the concerns/fears people express about dying include: being alone when they die, being vulnerable after being strong for so long, and many more listed here: <https://www.dyingmatters.org/page/TalkingAboutDeathDying>

- Fears I have when thinking about my death include:

- Given these concerns, are there actions on the last day - or before - to help ensure those fears aren't realized?
- Have I completed my Binder of a Lifetime (BoaL) and gone over it with my loved ones? [binder pages here: <http://www.longmemories.info/binder-of-a-lifetime-resources>]
 - Are there any BoaL "bucket list" items I want to do now?
 - It's enjoyable to share time with loved ones reviewing and laughing at some of the 100-200 pictures summarizing life
 - Any aspects of your At the End pages 1-5 require some discussion?
 - What about Key Info you need to review with trusted advisors?
 - Any Reflections warrant discussion?
- Which precious friends/family need to get my **Four Things That Matter Most**** conversation one last time?
- Any updates I want to make to my final email (if I've composed one) to friends/family?
- Any letters/cards/texts/emails to write?
- Any final calls to make?
- To do this for last week or last month, duplicate the previous page and fill it out for multiple days as you see fit
- LAST, BUT NOT LEAST: WHICH OF THESE ACTIVITIES COULD YOU DO NOW SO THAT YOU HAVE THE ENJOYMENT PRIOR TO THAT LAST DAY (WHICH MOST OF US DON'T GET THE BENEFIT OF KNOWING WHEN THAT LAST DAY IS, ANYWAY?)

RESOURCES

- How to Prepare for Death <https://www.rd.com/list/how-prepare-for-death/>
- Planning Your Own Death <http://www.oktodie.com/pdf/planningyourowndeath1226.pdf>
- ** Four Things That Matter Most <https://irabyock.org/books/the-four-things-that-matter-most/>
- Talking about Death & Dying <https://www.dyingmatters.org/page/TalkingAboutDeathDying>
- Quotes About Last Day of Life <https://www.quotemaster.org/last+day+of+life>

Scripture Readings for Funerals/Memorials *(heavily sourced from Book of Common Worship***)*

Job 19:23-27	I know that my redeemer lives
Isaiah 25:6-9	God will swallow up death forever
Isaiah 26:1-4, 19	God provides peace
Isaiah 40:1-11, 28-31	Comfort my people
Isaiah 40:28-32	Wait for the Lord - shall renew your strength
Isaiah 41:10	Do not fear, for I am with you
Ecc 3:1-15	For everything there is a season (Turn, Turn, Turn)
Lam 3:21-23	The Lord's steadfast love never ceases
Ps 23	The Lord is my shepherd
Ps 27:1, 4-9a, 13-14	The Lord is my light and my salvation
Ps 46:1-5, 10-11	God is our refuge and strength, a very present help in trouble
Ps 103	Bless the Lord, O my soul
Ps 121	I lift up my eyes to the hills
Ps 130	Out of the depths I cry to the Lord
Ps 139:1-12	Where shall I go from your spirit?
Rom 5:1-11	Hope does not disappoint
Rom 8:14-23, 31-39	Nothing can separate us from the love of God
Rom 14:7-9, 10b-12	Whether we live or die, we are the Lord's
I Corinthians 13:8-13	Love never ends
I Cor 15:51-57	Death has been swallowed up and we will be changed
2 Cor 1:3-4	God comforts us in all our sorrows
2 Cor 4:16-5:1	Visible things are temporary, invisible things eternal
Eph 3:14-21	The breadth, length, height and depth of God's love
Phil 3:7-11	Knowing God and the power of his resurrection
I Thess 4:13-18	The comfort of Christ's coming
I Pet 1:3-9	Without seeing Christ, you love him
Rev 21:1-4	A new heaven and a new earth
James 1:2-4	Whenever you face trials of any kind
Matt 5:1-12a	Beatitudes
Matt 11:28	Come to me, all you who are weary
Matt 25:31-46	As you did it to one of the least of these
Mark 10:13-16	Let the children come to me
Luke 23:33, 29-43	Today you will be with me in Paradise
John 3:16	God so loved the world
John 5:24-29	Whoever hears and believes has eternal life
John 10:14	God will gather the lambs in God's arms (Is 40:11)
John 11:17-27	I am the resurrection and the life (25-26)
John 14:1-6	I go to prepare a place for you
John 14:25-27	Let not your hearts be troubled

NOTE: Many, many more scripture readings are in these resources

- <https://bookoforder.info/Book-of-Common-Worship.pdf>
- <http://resources.yourtribute.com/funeral-readings/funeral-scripture-readings/>

****Book of Common Worship, published by Westminster/John Knox Press, Louisville, KY, 1993*