# CREMATION SERVICE INSTRUCTIONS

Email completed form to bookings@newcastlecrem.com.au

NEWCASTLE MEMORIAL PARK

## Funeral Company

NAME OF COMPANY | BRANCH | EMAIL

## Deceased Details

FULL NAME OF DECEASED | DATE OF BIRTH | DATE OF DEATH | BOOKING NUMBER

SEX ☐ Male ☐ Female | RELIGION | ADDRESS

## Applicant Details

TITLE | GIVEN NAME | SURNAME | EMAIL ADDRESS

PHONE NUMBER | ADDRESS | POSTCODE

## Service Details

DATE OF SERVICE | TIME | SERVICE VENUE | ADDITIONAL DETAILS (E.G. SITE LOCATION, GUARDIAN INFORMATION)

TYPE OF SERVICE: ☐ Full Service ☐ Cortege ☐ NSNA ☐ Early Delivery

DURATION: ☐ Single ☐ Double

OTHER SERVICE TYPE

PRE-ARRANGED PROPERTY: ☐ Yes ☐ No

GUARDIAN PLAN: ☐ Yes ☐ No

## Coffin/Casket Details—*Total Weight Range Information Required

COFFIN WIDTH | LENGTH | HEIGHT

Measurements should be taken manually and exact. Width includes handles.

TOTAL WEIGHT RANGE (KG): ☐ 0-120kg ☐ Over 120kg **Specify Exact Weight**

## Special Instructions

☐ Witness of Insertion ☐ AV Presentation ☐ Service on Park Website ☐ Shrouded Cremation

☐ Private Service* ☐ Livestream Service ☐ Publish Livestream Link on Website

SPECIAL INSTRUCTIONS (INC. RELIGIOUS OR CULTURAL REQUIREMENTS)

## Catering Details

CATERING REQUIRED: ☐ Yes ☐ No

We endeavour to cremate a deceased on the day they are received into care, however cremation can occur later in compliance with State Health Regulations. All paperwork should be received into Bookings no later than 24 business hours the day prior to the service. Paperwork should be accurate and consistent, including nameplate. Single Service time is for a 45-minute duration, a late fee may apply if time is exceeded. Family agrees to have service published on our website, including livestream link, unless specified above. ***Private Service refers to NO details to be publicised, advertised or disclosed by the Park including on site chapel notices.** Please supply AV guidelines to family.

## Funeral Director Confirmation

SIGNATURE

FULL NAME | DATE

PHONE NUMBER