



PREPARATION CHECKLIST

PREP CHECKLIST

Embalming Process: Initial: _____

- Nose straight: Lips Even: Nails Clean:
- Checks filled out if needed
- Head tilted slightly right
- Certification notified
- Prep log Completed

Dressing Process: Initial: _____

Cosmetics Process: Initial: _____

- Hair is styled
- Eyes are glued closed
- Mouth is glued closed
- Nose & ear hair trimmed (if applicable)
- Make-up is smooth
- Dehydration is covered
- Facial hair is free of make-up (if applicable)
- Make-up covers entire face (ears, jaw, neck)
- Plastic collar placed around neckline

Casketing Process: Initial: _____

- Casket checked for damage prior to casketing
- Hands glued (if needed)
- Make-up applied to hands as necessary
- Best looking hand positioned on top L/R
- Clothing free of lint & straight
- Arm blocks in place
- Casket bed positioned at appropriate height
- Prep log completed

Prior to transit: Initial: _____

- No marks or damage to casket exterior
- Review case one final time

COMMENTS: _____

MORTUARY CHECKLIST

Head: Initial: _____

- Eyes closed/Mouth closed
- Hair
- Make-up is blended
- Dehydration is covered
- Facial hair is free of make-up (if applicable)
- Entire face is covered (ears jaw neck)
- Plastic collar removed from neckline

Hand: Initial: _____

- Appropriate hand on top (best looking)
L / R

Clothing: Initial: _____

- Free of lint /Straightened

Body Positioned: Initial: _____

- Casket bed positioned so part of face is seen over side
- Arm blocks in place

Casket: Initial: _____

- Personal belonging removed Yes / No from the foot-end of casket
- If in a rental casket, face and hands are covered after service to prevent damage to the Interior
- No marks or damage to exterior

COMMENTS: _____

CARD SIGNED BY MORTUARY IN CHARGE

SIGN: _____

DATE: _____

PRE/POST SERVICE NOTES

MORTUARY/DIRECTOR/ASSISTANT _____

TRANSPORT DRIVER _____

PREP CENTER _____

CREMATORY _____

AFTER SERVICES THIS CASE IS

- BURIAL** - Card returned to Prep Center
- CREMATION** - Card is to accompany body to the Crematory
- SHIP-OUT** - Card is to accompany body to the Prep Center