



Minnesota Department of Health

Internship Funeral Service Case Report Form

Mortuary Science Section
Minnesota Department of Health
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Indicate your involvement by placing a check mark in front of the tasks below that you have actively participated and completed.

Set-up Prior to Visitation & Service

- Load funeral vehicles with equipment and supplies
- Dress deceased prior to service
- Casket deceased prior to service
- Cosmetize deceased prior to service
- Assist with placing casket into hearse
- Drove funeral vehicle
 - Lead car
 - Hearse
 - Limousine
 - Floral car or
- List other: _____
- Deliver the casket to service or visitation location
- Transport family in funeral vehicle
- Unload funeral equipment and supplies:
 - Casket
 - Urn
 - Church truck
 - Floral stands
 - Lectern
 - Pens
 - Easels
 - Cosmetic kit
 - Casket crank
 - Floral arrangements
 - Register book
 - Memorial basket
 - Business cards
 - Service programs
 - Prayer cards
 - Memorial folders or
- List other: _____
- Instruct casket bearers with taking possession of casket or urn
- Assist with placing casket onto church truck
- Place casket or urn in a designated location
- Set-up and arrange flowers
- Display and arrange register book

- Set-up and arrange photo boards
- Remove floral cards from floral arrangements
- Write floral descriptions on floral cards

Visitation & Service

- Greet funeral guests at door
- Open doors for funeral guests
- Hand out tissue
- Hand out service programs
- Hand out memorial folders
- Hand out prayer cards
- Assist register book
- Assist memorial basket
- Opened casket for viewing
- Consult and follow the direction of clergy
- Coordinate final reviewal
- Remove personal effects from casket
- Closing of the casket after final reviewal
- Hold casket spray during casket closing
- Seal casket with casket crank
- Light alter candles
- Play music
- Play slide show
- Un-fold the pall and place on casket
- Place United States Flag on casket
- Place casket spray on casket
- Coordinate processional
- Lead funeral processional with casket
- Seat family during processional
- Recessional of casket with mortician
- Removal and folding of the pall
- Instruct casket bearers to take possession of the casket and place casket into the hearse
- Lead family recessional
- Lead casket bearers to the hearse
- Secure casket in place with the casket bracket
- Closing of hearse door post service

Funeral Service Case Report #(1-25): _____

Forwarding & Receiving of Remains

- Package human remains for shipment
- Forward human remains to
 - Funeral Home
 - Crematory
 - Shipment carrier
- Name of carrier: _____
- Method of transportation _____
- Final destination: _____
- Name of receiving FH: _____

Post Visitation & Service

- Arrange vehicles for procession
- Place funeral flags on vehicles for funeral procession
- Specify funeral procession destination:
 - Airport
 - Cemetery
 - Crematory
 - Church
 - Community Center or
- List other location: _____

- Load funeral cars with equipment and supplies
- Load floral arrangements into funeral vehicles
- Organize floral arrangements at luncheon
- Usher family to vehicle
- Usher clergy to vehicle
- Coordinate witnessing at crematory
- Present disposition permit to the cemetery representative at burial site
- Present cremation authorizations and permits to crematory representative for cremation
- Unload and set up floral arrangements
- Instruct clergy to lead prayer at burial site
- Instruct pallbearers to take possession of casket or urn and place on lowering device
- Coordinate military honors
- Facilitate committal service
 - Read prayer(s)
 - Read scripture(s)
 - Read poem(s)
 - Read Letter(s)
 - Sing hymn(s) or
- List other: _____

- Place sand on casket for committal of the body
- Present United States Flag to NOK
- Present NOK with funeral keepsake items
- Give final announcement at burial site
- Pass out flowers to family and friends
- Present NOK with decedent's personal effects
 - Hearing aide(s)
 - Eye glasses
 - Cross or Crucifix
 - Necklace
 - Earring(s)
 - Ring(s)
 - Watch
 - Wallet
 - Money
 - Bracelet
 - Cufflinks
 - Hat
 - Scarf
 - Shawl
 - Gloves
 - Wig
 - Clothing
 - Pacemaker
 - Prosthesis

List other: _____

- Give final announcement at burial site
- Witness vault closure
- Witness grave closure

Post -Committal

- Transport human remains to funeral home
- Transport family or clergy to final destination
- Place cremated remains inside urn(s)
- Pick up cremated remains from crematory
- Provide release form for NOK to sign
- Release cremated remains to legal NOK

Intern License #: _____

Name of Intern: _____

Signature of Intern: _____ Date: _____

Funeral Service Case Report #(1-25): _____