First, please call our office and set up an appointment, at your convenience, to make funeral arrangements. We are here to serve you. If we know you are coming, a counselor will be at your disposal and you will not have to wait for him/her to return from a funeral service, etc.

These are the items necessary to make funeral arrangements:

### 1. Clothing & Garments

### Gentlemen

Suit Shirt Socks Tie Undershirt Underwear Society Badges (Provisions for purchase at Funeral Home, if desired)

# Ladies

Slip Dress/Suit Panties Bra Knee-hi's or Stockings Wig (if worn) Hat/Cap Earrings / Necklace (if desired) Society Badges

- 2. Veteran's Discharge Papers DD/214 (if Veteran)
- 3. Social Security Number (Medicare No., if Medicare)

4. Information for death certificate: Date and place of birth Mother's maiden name Her place of birth Father's name His place of birth Education Level Occupation

- 4a. Death Certificates will be prepared by the funeral director at the arrangement conference to be signed by the treating Physician or the coroner. The family will determine the number of certificates needed.
- 4b. The original certificate is then sent to the Vital Records Office for certification and then mailed to the informant. This process can sometimes take from 1 week to 6 months or longer.
- 5. **Insurance policies and books** (if you have books and no policies, we can assist you in getting those items). Policies may be used after funeral selection to pay for services.

6. Information for newspaper notice:

# Surviving Spouse

Parents (Living first, then deceased)

Children (Living first, then deceased)

Brothers and Sisters (Living first, then deceased)

Number and/or Names of Grandchildren

Names of churches, organizations, societies, employers, schools, etc. (with which deceased or close family members are affiliated) that you would like to mention in the newspaper notice.

**Remember:** Your newspaper notice is charged according to the number of lines it contains. Phrases, such as "all neighboring churches" or "all affiliated organizations," are appropriate.

- 6a. The Times Picavune, New Orleans Advocate and Baton Rouge Morning Advocate offer a paid write up (with or without a picture). The charges for the writeup will be billed to Rhodes Funeral Home and can 13. Items Ordered Later: if any additional be added to the funeral contract.
- **Cemetery.** If you already have a family cemetery plot, bring the deed or contract with you.

If you are in need of a cemetery plot, your counselor will assist you in obtaining a plot of your choice.

Usually, the interment fee can be paid by cash or check directly to the cemetery or to the funeral home. The fee is due before the date of burial.

- 8. Clergy. You should contact your clergyman to clear service time and date. Your counselor will verify the arrangements you have made with your clergyman.
- 9. Flowers. After you have made your selection, you have the option of ordering your floral arrangements or have your counselor order for you.
- 10. Funeral Programs. To assist you in preparing a funeral program, your counselor can provide: a program outline, sample programs, and referrals to printers or individuals to coordinate the program process.
- 11. Police Escorts. We can order police escorts for you. The fee is set by the New Orleans Police Department, and depends on the type of procession planned, e.g., jazz funerals are extra.
- 12. Initial Bill. A bill will be provided at your arrangement conference. Please review Item F on your contract which reads "items ordered later."
- charges are incurred after your initial bill ex: (Limousine overtime, an additional obituary, sales tax, etc.) the balance will be updated and due at the time of audit.

If you have any questions about anything not covered in this information sheet, please feel free to contact any directors listed below.

#### **Funeral Directors**

Kathleen Rhodes Astorga LaKeysha M. Dees-Lane Sandra R. Duncan Pauline Ewell Estelle Gooden Raven Jackson Gilbert A. Jones Sandra Jones Jasminne Navarre Stephanie R. Navarre Willie Navarre Nikia Newman Darnell Prejean D. Joan Rhodes Duplain W. Rhodes, III Mark Rhodes Richard N. Romain Sabrina Duncan Rose **Denzel Stanley** Undra Walker



# **Duplain W. Rhodes Funeral Homes, Inc.**

### INFORMATION NECESSARY TO MAKE ARRANGEMENTS

Serving Louisiana

## **LOCATIONS:**

Gretna 1020 Virgil Street, 70053 (504) 367-0621 Fax (504) 367-1730 Uptown New Orleans 3933 Washington Ave., 70125 (504) 210-1696 or (504) 822-7162 Fax (504) 210-1698 Eastern New Orleans 7411 Chef Menteur Hwy., 70126 At Lonely Oak (504) 241-5556 (504) 241-1431 Downtown New Orleans 1716-28 N. Claiborne Ave., 70116 (504) 943-6621 (504) 943-5378

# **Rhodes United Fidelity**

2929 Scenic Highway Baton Rouge, LA 70805 (225) 383-1663 Fax (225) 355-8787