



In order for Knollwood Memorial Park to schedule the funerals in accordance with the wishes of the family, avoid confusion at the park, and ensure adequate staffing, it is imperative the details below are provided to the park.

When you call in a burial: Please call 781.784.2670 and provide ALL of the following:

- **The legal name of the deceased** as it appears on the death certificate, please no nicknames.
- If the deceased is not lot owner, what is their relationship to the lot owner
- **What type of burial service?**
 - Committal - coming from Funeral Home, Facility, Mosque or Church in a procession
 - Graveside – service and committal done at the graveside
 - Chapel – service is in our Chapel followed by a committal at the graveside. Please know the Chapel holds a limited number of people.
- **Next of Kin.** This should be the person who will be taking over for the affairs moving forward.
- **Exact location of the space:**
 - We have the ability to search records and assist with locations
 - We have staff available to assist with an at-need purchase of a space
- **What type of liner?**
 - Our Liner - Standard size is 30". Please ensure to indicate whether the family is orthodox to ensure an orthodox liner is used.
 - Please let us know if the casket is over 28" wide (including handles) as this will require larger than a standard size liner
 - If an outside vault is being used
 - Please let us know the name of the company and whether it is with or without way.
- **Special requests:**
 - Need use of a Wheelchair
 - Full fill of the grave by the family
 - Military honors
 - Extra chairs
 - Need for extra crew for heavy person
 - Expecting a large service or a large number of speakers
 - Is the deceased a dignitary or public figure – will there be police escort
- Will there be a clergy or is the family or FD officiating?
- If the family or attendees have requested to carry the casket, please ensure to request a **“General release and indemnification” (Waiver to Carry)** from the interment desk. This is required and can be e-mailed or faxed, completed with signatures and returned to us before the service.
- If you coming to the park for a committal service only, please be sure to call the cemetery if you anticipate to be more than 15 minutes early or late. Also, please be sure to call us en route to inform us of your ETA and the number of cars.



Arrival at the cemetery:

- Upon arrival, a staff member will be waiting to obtain and review the necessary paperwork that is noted below and is in accordance with Massachusetts Law.
 - **Required Paperwork:** Please note that a funeral will not proceed until we have proper authorization to bury, a burial permit, and payment in full.
- Now more than ever we rely on our partnership with you to communicate with the family regarding our safety and general practices within the park. This will help to avoid any confusion upon arrival and to ensure the best possible service as well as the safety of the family, visitors, and staff.

Please contact the Administration staff at Knollwood Memorial Park at info@knollwoodmemorial.com