



## KNOLLWOOD MEMORIAL PARK & ARBORETUM

- **To schedule a burial please call 781.784.2670 and provide:**
- **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.
  - Shrouded Burial – if yes:
    - Will this be a traditional shrouded burial?
    - Who will lead the burial services (imam or qualified individual)?
    - Will the family be attending a Mosque prior to arrival at cemetery?
    - Are there any specific local practices we need to follow for the burial?
    - Who will lower the body into the grave? Can we please email you a copy of our waiver.
    - Are any specific prayers or supplications required during the burial that will require or Chapel? (i.e. viewing of the face)
    - Will woman be present during burial service, if so, would you like for us to set up a tent and chairs at a further distance to grave?
- **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.



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- **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:**

- To help reduce wait times for funeral processions at the cemetery gates, you may email copies of the required documents in advance, as outlined below. We also encourage you to process any credit card payments in advance if that is your preferred payment method.
  - Burial Permit or Cremation Certificate
  - Burial Authorization card(s)

Please send the documents to the interment desk at [susana@sharonmemorial.com](mailto:susana@sharonmemorial.com) no later than 24 hours before the scheduled service M-F during business hours of 8:30am – 3:00pm:

If you are unable to utilize this new option, we will continue to verify documents at the gate as usual before allowing entry. Upon arrival, a staff member will be waiting to obtain:

- Burial Permit or Cremation Certificate – please note, the interment cannot take place without a permit.
  - Burial Authorization card(s)
  - Payment
- 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](mailto:info@knollwoodmemorial.com)