

# condolence journal

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**A guide for families sitting shiva.**



CREATED EXCLUSIVELY FOR CHICAGO JEWISH FUNERALS®

***“The death of a loved one often creates an outpouring of sympathy from friends and family. People want to be there for you, bring over a little something, help you take care of the many details required by tradition and life.***

***We created this journal to help you keep record of the kindness of others:***

***Food furnished by family and friends***

***Assistance offered by family and friends***

***Tributes received***

***Sympathies***

***The numbered stickers provided can be used on dishes so they can be easily returned to their proper owners.***

***We hope you find this journal helpful when you prepare your acknowledgements.***

***If we can be of further assistance, please contact us.***

***And that is the way it should be.”***

***–David I. Jacobson  
Founder  
Chicago Jewish Funerals***

## **Shiva checklist**

- ✧ Set specific times for Shiva if you want to limit visits
- ✧ Order food trays, purchase beverages (coffee, tea, soda, water)  
Traditional foods include hard-boiled eggs
- ✧ Serving pieces, trays, sterno for hot food, garbage bags
- ✧ People to help with set-up of food/beverages
- ✧ Someone to coordinate meals for family (include non-Shiva times)
- ✧ Friends to cook and deliver food to the house
- ✧ Place to deliver/donate leftover food
- ✧ Containers for leftovers
- ✧ Someone at the house to receive deliveries while family is at the service/cemetery
- ✧ Purchase paper goods: plates, napkins, hot/cold cups, plastic silverware
- ✧ Clean house or retain a cleaning service for before and/or after Shiva
- ✧ Water pitcher and paper towels outside front door for use upon return from the cemetery
- ✧ Sign-in book and pen for guests to sign at the Shiva House (provided by Chicago Jewish Funerals)
- ✧ Arrange for clubhouse or reception room, if necessary
- ✧ Shoe mat or towels on floor in winter
- ✧ Remove breakable/fragile items
- ✧ Have supply of toilet paper, tissue, and paper towels
- ✧ Consider seating, closet space, chairs, and coat rack
- ✧ Cover mirrors if that is your tradition
- ✧ Confirm with clergy if a service will be done at the Shiva house
- ✧ Choose service time and who will lead
- ✧ Parking for extra guests
- ✧ Arrange rides for seniors to attend
- ✧ Cancel carpools of school-age children or find a substitute driver
- ✧ Cancel activities for younger children
- ✧ Arrangements for animals (consider allergies)
- ✧ Reschedule/cancel appointments
- ✧ Vehicles for out-of-town families
- ✧ Airport shuttle
- ✧ Call local police if your neighborhood has parking restrictions to advise them of Shiva days



# Sympathies

Name, Address & Phone	Type Received	Thank You
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		

Date	Notes



# Sympathies

Name, Address & Phone	Type Received	Thank You
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		

Date	Notes



# Food received

Name, Address & Phone	Type Received	Thank You
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		

Date	Notes



## Friends and family who offered assistance

Name, Address & Phone	Gesture	Thank You

## Tributes

Name, Address & Phone	Tribute	Thank You







The way it should be.

**PROUD MEMBER OF KAVOD – BY INVITATION ONLY**

**Buffalo Grove ▪ Highland Park ▪ Skokie**  
tel **847.229.8822** ▪ fax **847.229.1188** ▪ toll free **888.509.5011**  
**[chicagojewishfunerals.com](http://chicagojewishfunerals.com)**

This journal was inspired by the memory of my father, Sanford H. Jacobson.