

OBITUARY TEMPLATE

Use this section as an outline, checklist, sample format, or template to writing an obituary.

The following headings are meant as a general guide. Make sure that you have considered everything that is usually covered, then select what you would like to include, and also decide what order you would like to use. Also which newspapers you would like to post the notice in and for what day(s). Some newspapers allow you to add a photo to notice. (paper will convert black and white)

- **NAME / ANNOUNCEMENT**
 - **Full name of the deceased, including nickname, if any**
 - **Age at death**
 - **Residence (for example, the name of the city) at death**
 - **Day and date of death (remember to include the year)**
 - **Place of death**
 - **Cause of death**

- **LIFE**
 - **Date of birth**
 - **Place of birth**
 - **Names of parents**
 - **Childhood: siblings, stories, schools, friends**
 - **Marriage(s): date of, place, name of spouse**
 - **Education: school, college, university and other**
 - **Designations, awards, and other recognition**
 - **Employment: jobs, activities, stories, colleagues, satisfactions, promotions, union activities, frustrations,**
 - **Places of residence**
 - **Hobbies, sports, interests, activities, and other enjoyment**
 - **Charitable, religious, fraternal, political, and other affiliations; positions held**
 - **Achievements**
 - **Disappointments**
 - **Unusual attributes, humour, other stories**

- **FAMILY**
 - **Survived by (and place of residence):**
 - **Spouse**
 - **Children (in order of date of birth, and their spouses)**
 - **Grandchildren**
 - **Great-grandchildren**
 - **Great-great-grandchildren**
 - **Parents**
 - **Grandparents**
 - **Siblings (in order of date of birth)**
 - **Others, such as nephews, nieces, cousins, in-laws**
 - **Friends**
 - **Pets (if appropriate)**

Predeceased by (and date of death):

- **Spouse**
- **Children (in order of date of birth)**
- **Grandchildren**
- **Siblings (in order of date of birth)**
- **Others, such as nephews, nieces, cousins, in-laws**
- **Pets (if appropriate)**

• **SERVICE**

- **Day, date, time, place**
- **Name of officiant, pallbearers, honorary pallbearers, other information**
- **Visitation information if applicable: day, date, time, place**
- **Reception information if applicable: day, date, time, place**
- **Other memorial, vigil, or graveside services if applicable: day, date, time, place**
- **Place of interment**
- **Name of funeral home in charge of arrangements**
- **Where to call for more information (even if no service planned)**

• **END**

- **Memorial funds established**
- **Memorial donation suggestions, including addresses**
- **Thank you to people, groups, or institutions**
- **Quotation or poem**
- **Three words that sum up the life**