

# WINDSOR HEALDSBURG MORTUARY

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## **OBITUARY DRAFTING** **SUGGESTIONS & GUIDELINES**

Here are a few things to consider or take into account when one sits down to write an obituary notice. If you treat the obituary notice as three separate parts, or three separate sections, (i.e. Background, List of Survivors, and Technical), when you put the three sections together, you have a complete Obituary Notice. Here is a brief breakdown of what you might want to include (but not limited to) in each section:

### **Section I:**     *Background Information and Accomplishments*

In this section, you might want to include examples of the person's life path or journey ("...a native of..."; "...then moved to..."). You might want to include their: date of birth, date of death, parent's names, education (grammar, high school, college, graduate, etc.), major accomplishments, military service, hobbies, general interests, social clubs, fraternal organizations, and volunteering. Basically, you want to paint a broad "picture" creating a "frame" of information to give us a brief but accurate idea of who the decedent was.

Once you've gathered the basic information, add details about the individual's life to give readers a glimpse into their life. For example: What will the family miss most? What were they passionate about? What did they do that touched people around them, or made them an individual?

### **Section II:**     *The List of Survivors*

In this section, you want to mention and include *everyone* who is related and/or grieving the decedent. It will also help when the obituary notice is published for members of the public, who won't get a phone call and might say, "Oh, John Doe's grandmother passed away. I'm glad they mentioned *him* in the obituary notice so that I can pay my respects." For example, you might want to mention: spouse, children, children's spouses, grandchildren, great grandchildren, siblings, and any extended family necessary (i.e. nieces, nephews, and cousins). It is also important to mention family members who predeceased the individual so future generations can track genealogy. Finally, in this section, it is not uncommon to mention furry friends such as canine and felines (if applicable).

### **Section III:**    *Technical Information and Service Information*

In this section, you want to announce any technical information and or anything pertinent to the decedent's disposition: burial, cremation, scatter at sea, private without announcement, etc. In relation to the deceased's services: times, dates, locations (with addresses), viewings, visitations, memorial services, graveside services, inurnments (for urns), interments (for caskets), etc. Maybe even announce the clergy officiating the service. Also, if someone wanted to leave a memorial donation to a favorite charity of the decedents, we can include it with address here in this section. Your Funeral Director will help draft this section.