

Name: _____ **Date:** _____

PLANNING YOUR END OF LIFE SERVICE

Make decisions about the type of service and events you'd like to have...

_____ **A funeral service followed by burial shortly after death
with the body present**

_____ at the church

_____ at the funeral home

_____ I would like to have a viewing before my funeral

_____ I would like to have a visitation before my funeral

_____ I would like to have a reception or gathering after my
funeral at _____

_____ I would like only a graveside service

_____ **A memorial service at the convenience of my family
without the body**

_____ at the church

_____ at the funeral home

_____ at my home

_____ other _____

_____ **A celebration of life (a social gathering for my family and
friends) at their convenience at the _____.**

Identify personal touches you'd like at the service

I would like my funeral or memorial service to be held at the following location: (church, funeral home, other)

If this location is not available, my second choice is:

The person I would like to officiate my funeral or memorial service is _____

If this person is not available, my second choice is:

I would like the following people to serve as pallbearers or be named as "honorary pallbearers":

- | | |
|----------|---------------|
| 1. _____ | Contact _____ |
| 2. _____ | Contact _____ |
| 3. _____ | Contact _____ |
| 4. _____ | Contact _____ |
| 5. _____ | Contact _____ |
| 6. _____ | Contact _____ |

I would like the following people to deliver the eulogy or offer reflections:

- | | |
|----------|---------------|
| 1. _____ | Contact _____ |
| 2. _____ | Contact _____ |
| 3. _____ | Contact _____ |

I would like the following people to deliver prayers, read scriptures poems, or other readings:

- | | |
|----------|---------------|
| 1. _____ | Contact _____ |
| 2. _____ | Contact _____ |
| 3. _____ | Contact _____ |

The readings I would like them to deliver are:

Title

Author/Source

1. _____
2. _____
3. _____

I would like the following religious songs, hymns, or pieces of music to be played:

1. _____
2. _____
3. _____

I would like people to honor my memory by making a donation to one of the charity organizations that has meant a lot to me:

1. _____
2. _____
3. _____

UPDATES:

Date: _____

1. _____

Date: _____

2. _____

Date: _____

3. _____

Date: _____

4. _____

WRITING YOUR 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.

- 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, humor, 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 my life.

ADDITIONAL TIPS FOR OBITUARY

Paragraph: The deceased's birth information. *This includes the date of birth (and the time, if available), the city and state (the county is optional) of birth and the full names of the parents.*

EXAMPLE: Will Johnson was born in the town of Montauk in Edmonds County, Idaho at 6:15 AM on February 15, 1937. He was the third child, and the first son, of Irene Margaret and William Joshua Johnson, Jr.

Now, a brief story about the deceased's life is told, usually in loose chronological order

Paragraph: Start telling the story as early in the life of the deceased as you are capable of. Family members and close friends are often quite happy to provide useful facts, anecdotes and information - all of which make the obituary more meaningful for those who read it. If you write about something a friend or relative has related to you, try to somehow, casually mention that person's name: "Aunt Sally said Will was the best fisherman she ever knew." An obituary must be factual, but the very best obituaries include personal insights, comments and observations.

Paragraph: Continue with the story of life. Include facts, use adjectives and adverbs to enhance your writing and to more personally describe the deceased to your readers. Don't forget hobbies, obsessions, favorite pets, games to play; movies; magazines; books and favorite sports teams. Important accomplishments, profession, special skills and military service can also be mentioned.

Some people continuously use the same slogan or expression for most of their lives - and these are very good to include in their obituary.

Paragraph: Use as many paragraphs as it takes to tell the life story of the deceased to the best of your ability. The *life story* is a very important part of the obituary. Don't be shy about creating new paragraphs: people are more inclined to read and comprehend shorter paragraphs. Don't forget to mention any clubs, affiliations and charities of interest to the deceased: Boy Scouts, Masons, AARP, ASPCA and so forth.

Paragraph: List those relatives who preceded the deceased in death. Start the paragraph with the deceased's first name, and then "was preceded in death by:" followed by the list of names. Appropriate, immediate family members: wives, husbands, brothers, sisters and parents are customarily listed, but you can add as many names as you wish. Sometimes these lists are extremely long, and sometimes they do contain the names of people who were not relatives, but close friends.

Paragraph: List those relatives who survived the deceased. Start the paragraph with the deceased's first name, and then "is survived by:" followed by the list of names. Appropriate immediate family: wives, husbands, brothers, sisters and parents are customarily listed, but you can add as many names as you think are most appropriate.

Paragraph: Memorials and gravesite mentions. *Include where flowers and memorials, such as donations, may be sent. Include the name and location of the gravesite & monument, so that people can visit the grave and see*

the monument at a later time, if they desire to. Donations are customarily sent to large charities or local charities, but on occasion, the family will request that donations be sent to them to help cover the cost of final services.

Paragraph: Special thanks. *This optional paragraph can include the names of people and/or institutions. Commonly included are the names of rest homes, private care facilities, hospitals and funeral homes. People who worked in those places, including doctors and nurses, as well as special caregivers, including professionals and relatives, are also in this paragraph.*

Paragraph: Where to send the family condolences, or make a final personal comment to or about the deceased. *Today, the name of the website, such as steven-sonandsons.com, is usually quite adequate. If the family wishes it, a mailing address may be included, but this practice is not suggested. Phone numbers and private email addresses are **never** included.*

We hope this will help you create an obituary that you are proud of; one that does justice to the deceased's journey through life. An obituary that will inform, and be enjoyed by relatives and friends for many generations to come.

TO MY FAMILY

Upon my death, please contact _____
Funeral Home where **I have/have not** made arrangements.

Account information at this facility _____

Upon my death, I have designated The Worship Place as the location of my funeral/memorial service. My service plans and an obituary are on file at the church office located in Sun City at 811 Sun City Blvd. Georgetown TX 78633. (512-869-1310)

ADDITIONAL INFORMATION FOR FAMILY

Financial Information _____

I want to be sure that the following groups, organizations, and clubs will be notified of and invited to my funeral or memorial service (such as veterans' groups, alumni associations, sports or hobby clubs, etc.):

Name of Group/Primary Contact	Contact Info
1. _____	_____
2. _____	_____
3. _____	_____

I want to be sure that the following people, whom my family may not know, will be notified of and invited to my funeral or memorial service:

Name	Contact Info
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

Attachments:

- Suggested order of service
- Suggested religious readings
- Suggested religious music