



Bridging Grief & Hope

Obituary Outline Worksheet

There is a lot of information that can go into an obituary. Below is a general outline of facts and information needed to help you create the announcement. Use the spaces to get your thoughts and facts down and then create the obituary on a separate sheet of paper.

- Full name of the deceased, including middle name or initial, maiden name or nickname

- Age at time of death _____
- City and state the deceased was living at the time of death _____
- Date of death (month, day and year) and day of week _____
- Place and cause of death if you wish to include this information

- Birthdate and place of birth _____
- Full name(s) of parents and/or stepparent(s) _____

- Pertinent childhood facts and information about siblings, school, friends, memberships, etc. _____

- Marriage(s) including date, location and name of spouse(s) _____

- Education (trade school or college/university, advanced learning/degrees)

- Achievements/Awards and other forms of recognition_____

- Employment History (if desired)_____

- Place(s) of residence (do not include full street address)_____

- Special Interests, hobbies, activities, volunteerism, etc._____

- Spouse or significant other (partner) **Survived By**_____

- Siblings (in order of birth date)_____

- Parents or StepParents_____

- Children/StepChildren (in order of date of birth and their spouses)_____

- Grandchildren/Step-Grandchildren_____

- Grandparents/Step-Grandparents_____

- Nieces, Nephews, Cousins, In-Laws (optional) _____

To send flowers or suggest a memorial contribution in lieu of flowers, please designate a charitable organization or cause, including where to donate (website address or link). This can be hospice, disease-specific or an organization or cause with which the deceased was personally affiliated in some manner.

Funeral Details for the Obituary

- Date, time and location, including address, city, state and website address link

- Name(s) of Officiant(s), pallbearers and other information that may be applicable here

- Visitation details including date, time and location with name of business, address and website link

- Reception information including date, time, location with name of business, address and website link

- Memorial or graveside service information including date, time, location with name of business, address and website link

- Name of Funeral Home in charge of arrangements including name of business, address and website link

Once you have the worksheet completed, you can write out the obituary on a separate piece of paper or type it on your computer. Keep in mind the cost of placing an obituary is based on the length or total word count.

If you want your obituary to be placed in a certain newspaper, go to their obituary section and note what information is included to help you write yours in the same style and format.

If you want to include a photograph of the deceased, there may be an additional charge.

Make sure that all names included in the obituary are spelled correctly and that you have the appropriate suffixes or titles (Jr., M.D., etc.). Ask family members to review to ensure you haven't left anyone out and proof for spelling errors.