



General Obituary Writing Guide

Deceased's Full Name: _____

Date or Year of Birth: _____ **Place of Birth:** _____

Parents' Names: _____

Spouse's or Significant Other's Name: _____

Children's Names (& Spouses; spouse's name is often expressed "John (Jane) Doe"):

Grandchildren's Names or # of Grandchildren: _____

Brothers & Sisters: _____

Education: _____

Employment: _____

Organizations & Memberships: _____

Awards, Honors, & Achievements: _____

Date, time and location of services (& Visitation if there is one): _____

Additional Information (consider hobbies, description of loved one's character): _____

Memorial Contributions (consider "In lieu of flowers..."): _____

Sample Outline

[Full name of deceased], age [age at death], passed away at [place of death] on [day and date of death]. [He/She] was born on [day and date of birth] in [place of birth] to [his/her] parents, [parents name].

[Name] attended [place of education]. Following [his/her] education, [name] worked [summary of longtime or interesting employers and positions] until retiring in [year of retirement]. [First name of deceased] was a member of [religious, social, or political groups, along with summary of positions held or notable contributions made].

Survivors include [list of survivors, including place of residence]. [First name of deceased] was preceded in death by [names of deceased relatives].

Services will be held [time, day, and date of funeral or memorial service] at [place of funeral or memorial service, including address]. Interment take place at [place of burial or interment, with address and time if open to the public]. Relatives and friends are welcome at [place, address, day, date, and time of visitation or additional gathering].

Memorial contributions may be made in [name]'s memory to [Name of group or fund, with contact information, including website or mailing address].