



## Guide to Writing an Obituary

Below is a guideline to assist with writing an obituary.

### 1. Biographical Information

- Name of the deceased, including nickname, and maiden name.
- Dates and locations of birth and passing

### 2. More Detailed Background Information

- Educational Background
- Military Service, if applicable
- Employment Location, position, years of service
- Church membership and involvement or involvement with charities, fraternal, and civic organizations
- Interests, hobbies, personality traits and characteristics

### 3. Family Information

- Listing of those who predeceased the decedent
- Listing of surviving family members and city of residence
- Any people or groups you wish to recognize for care given to the deceased and/or the family.

### 4. Service Details

- Day, time, and location of any services being held for the decedent

### 5. Memorial Contributions

- If donations are preferred as opposed to flowers
- “In lieu of flowers, memorial contributions may be directed to...
- Consider including a web address where donations may be made.