**1. Name and Age**

– Deceased’s first name, middle name, nickname (optional), last name and age (optional).

**2. Location**

– City and state.

**3. Date of Death**

– Include the day, month and year.

**4. Place of Death (optional)**

– I.E. At home, in a hospital, in a nursing home, etc.

**5. Cause of Death (optional)**

– I.E. passed away suddenly, died in his/her sleep, etc.

**6. Education**

– High school and graduation year. Can also include post-secondary school(s) and degree(s) obtained.

**7. Occupation**

– Job title, name of company and years employed. Include last job. Optionally include previous jobs.

**8. Hobbies and Interests**

– List hobbies, interests, volunteer work, associations, etc.

**9. Accomplishments and Awards**

– List all notable accomplishments and awards received.

**10. Military Service**

– List the dates and branches of service as well as the number of years served.

**11. Marriage**

– Spouse’s name and date of marriage. Optionally include the spouse’s maiden name and hometown.