**NEWSPAPER OBITUARY TEMPLATE**

**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.

**12. Survivors**

– Names and cities of survivors. Include parents, siblings, children, grandchildren, great-grandchildren, cousins, nieces and nephews, and other relatives.

**13. Predeceased**

– Names and cities of relatives who previously passed away.

**14. Funeral Service**

– Name of funeral home, time, date and address.

**15. Visitation**

– Location, time, date and address.

**16. Other Memorials**

– Wake, Burial, Entombment or other memorial. Location, time, date and address.

**17. Pallbearers**

– Names of any pallbearers and honorary pallbearers.

**18. Contributions**

– Address and organization to send memorial donations.

**19. Final Words**

– Thank you, significant verse, hymn, poem, etc.

**20. Condolences**

– Link to online obituary or memorial website where friends and family can leave condolences.