

Obituary Template & Obituary Sample Format

Use this section as an outline, checklist, sample format, or template to writing an obituary.

The following headings are meant as a general guide. Make sure that you have considered everything that is usually covered, then select what you would like to include, and decide what order you would like to use.

- **NAME / ANNOUNCEMENT**
 - Full name of the deceased, including nickname, if any
 - Age at death
 - Residence (for example, the name of the city) at death
 - Day and date of death (remember to include the year)
 - Place of death
 - Cause of death

- **LIFE**
 - Date of birth
 - Place of birth
 - Names of parents
 - Childhood: siblings, stories, schools, friends
 - Marriage(s): date of, place, name of spouse
 - Education: school, college, university and other
 - Designations, awards, and other recognition
 - Employment: jobs, activities, stories, colleagues, satisfactions, promotions, union activities, frustrations
 - Military service
 - Places of residence
 - Hobbies, sports, interests, activities, and other enjoyment
 - Charitable, religious, fraternal, political, and other affiliations; positions held
 - Achievements
 - Disappointments
 - Unusual attributes, humor, other stories

- **FAMILY**
 - Survived by (and place of residence):
 - Spouse
 - Children (in order of date of birth, and their spouses)
 - Grandchildren
 - Great-grandchildren
 - Great-great-grandchildren
 - Parents
 - Grandparents
 - Siblings (in order of date of birth)
 - Others, such as nephews, nieces, cousins, in-laws
 - Friends
 - Pets (if appropriate)

- **Predeceased by (and date of death):**
 - **Spouse**
 - **Children (in order of date of birth)**
 - **Grandchildren**
 - **Siblings (in order of date of birth)**
 - **Others, such as nephews, nieces, cousins, in-laws**
 - **Pets (if appropriate)**

- **SERVICE**
 - **Day, date, time, place**
 - **Name of officiant, pallbearers, honorary pallbearers, other information**
 - **Visitation information if applicable: day, date, time, place**
 - **Reception information if applicable: day, date, time, place**
 - **Other memorial, vigil, or graveside services if applicable: day, date, time, place**
 - **Place of interment**
 - **Name of funeral home in charge of arrangements**
 - **Where to call for more information (even if no service planned)**

- **END**
 - **Memorial funds established**
 - **Memorial donation suggestions, including addresses**
 - **Thank you to people, groups, or institutions**
 - **Quotation or poem**
 - **Three words that sum up the life**