

## Guidelines for...

### 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 also 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
  - 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,
  - 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

-Information provided by <http://obituaryguide.com>

**If you choose Hospicare to be the recipient of memorial donations**, obituaries may include the line: "Memorial gifts may be made to Hospicare & Palliative Care of Tompkins County, 172 East King Road, Ithaca, NY 14850."

Hospicare will thank donors and send an acknowledgment of gifts received to families.

Memorial gifts make a difference in our ability to provide care to all who need it, regardless of ability to pay.

### **In Ithaca**

The usual policy in the Ithaca area is that the funeral home supplies the newspaper with a brief death notice at no charge to the survivors. Those who want an obituary usually must generate it themselves, and there may be a charge. In 2008 the cost to run an obituary in The Ithaca Journal was \$1.91 per column line. Sometimes a separate, short notice of a memorial service may be run later at no charge, depending on the publication.

Information in a regional or national publication is usually more abbreviated than that in a local newspaper.

-Information provided by the Funeral Consumers Alliance of the Finger Lakes, Inc.,  
a source of information for funeral planning  
[www.imsfca.org](http://www.imsfca.org)  
(607) 273-8316

### **The Ithaca Journal**

You may contact the Ithaca Journal by phone at (607) 272-9300, or email at [obits@pressconnects.com](mailto:obits@pressconnects.com), or fax at (607) 798-0261. Deadlines for publishing an obituary: Sunday - Friday 7 pm.