



## Eulogy – Quick tips for writing and delivering

If you have been asked to write and give a loved one's eulogy—a speech honouring their life—at a funeral or memorial service, you probably have mixed emotions about it. While part of you is honoured by the request, another part of you is nervous or overwhelmed with how to accomplish the task. All of these emotions are perfectly normal, especially if you aren't an experienced writer or public speaker. But don't worry—we've got you covered.

### Writing a Eulogy – 6 steps

#### Step 1 – Brainstorm Ideas

- Biographical info
- Stories from friends and family
- Funny stories about him/her
- A theme to organize ideas
- Read other eulogies or examples

#### Step 2 – Write the Introduction

- Acknowledge why everyone is gathered
- Introduce yourself and your relationship to the deceased
- Thanks Guests for attending

#### Step 3 – Write a Short Bio of Their Life

- Date & Place of birth
- Talk about his/her spouse, children and grandchildren
- Significant family members, events and details

#### Step 4 – Write about special memories and stories

- Special memories/stories
- Life achievements, talents, hobbies and passions
- Unique and special qualities
- Use gentle humour

#### Step 5 – Close with words of Comfort and Goodbye

- Lessons he/she taught you and the impact they had on your life
- Finish by saying a final goodbye to your loved one

#### Step 6 – Ask a Family member to proofread

- Are the names and dates correct?
- How is the overall tone?
- Have I captured the essence of our loved one?

**It's still natural to have some butterflies when it's time. So here are some tips to help you give the eulogy like a seasoned public speaker.**

Well before the day of the funeral service, you need to:

- Practice your eulogy as much as possible.
- Read it to a trusted family member or friend and get some feedback.
- Time how long the eulogy is. It should be 5 to 8 minutes in length.

Before you get up to the podium to speak, you should:

- Get a glass of water to take with you to the pulpit.
- Do deep breathing exercise for 5 minutes.

When you are at the podium or pulpit, you should:

- Take a couple of deep breaths or a sip of water before getting started.
- Adjust the microphone.
- Speak slowly but not softly – don't rush.
- Speak authentically – be yourself.
- Gaze around the audience – don't stare down at your notes the whole time.
- Avoid stories that would be embarrassing for the deceased or their family.

**Most importantly – RELAX – nobody expects you or your eulogy to be perfect; they expect it to be from the HEART.**