

# How to Write an Obituary Step-By-Step



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An obituary is often the sole appearance of your loved one in the newspapers. Penned by someone familiar with the deceased, it offers an intimate portrayal of their memorable moments in life. It's crucial to ensure that this tribute does justice to the individual, essentially serving as a concise biography.

We aim to assist you in crafting a clear, colorful, and concise obituary while minimizing costs. Many newspapers charge for obituaries by the word or line, making it economically prudent to keep it reasonably brief.

Here, you'll discover essential and suggested points for your obituary. Remember, this guide is flexible—the obituary should reflect the preferences of those closest to the subject. Feel free to include affectionate phrases like "beloved wife" or "devoted friend," as well as favorite quotations or poetry. Before publication, ensure all information is confirmed with other family members.



Let's proceed step-by-step, and if you require additional space, please use another sheet.

**ANNOUNCEMENT:**

Full name (including any nickname)

- a) Age
- b) Occupation
- c) Day/Date
- d) Place
- e) Cause (Optional)

**EXAMPLES:**

a) John Mathew Doe, 86, of Kerrville, Texas, retired owner of Wolf Brand Products and entrepreneur, died Saturday, January 17, 2013, at Veterans Hospital, of complications following a stroke.

b) Mary Beth Smith, 71, of Junction, Texas, died Tuesday, February 1, 2013, at her home.



**LIFE SUMMARY:**

- a) Birth date
- b) Birth place
- c) Parents' names
- d) Main places of residence



- e) Schools attended
- f) Military service
- g) Achievements/awards
- h) Memberships (church/civic/fraternal/clubs/sports associations)
- i) Hobbies/interests/volunteering/community involvement
- j) Anecdotes or recollections

## SURVIVING FAMILY:

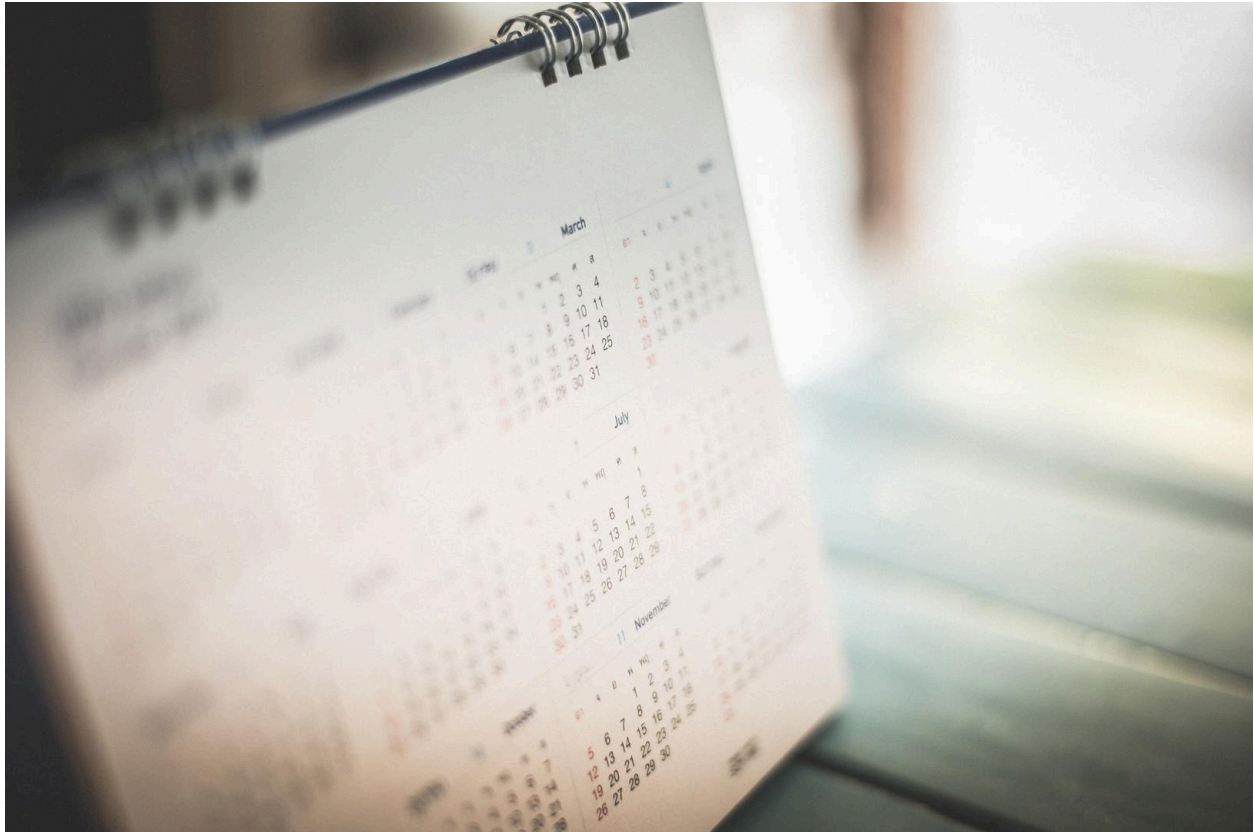
- a) Spouse
- b) Children
- c) Parents
- d) Grandchildren
- e) Sisters/Brothers



## SECONDARY FAMILY:

(Optional) Secondary family members can be listed by relationship instead of individual names. For instance, you could state "Five grandchildren, three nieces" to conserve space. Additionally, consider including a list of pallbearers if desired.

- a) Grandparents
- b) Great grandchildren
- c) Aunts/Uncles
- d) Cousins
- e) Nieces/Nephews
- f) Pets, often enormously important to owners, can also be mentioned.



## SCHEDULES:

(This includes the funeral, vigils, prayer services, memorial gatherings, place of entombment, and visitation details.)

Include these details on each:

- a) Type of service
- b) Time, day/date
- c) Place

## MEMORIALS:



(Instructions for contributions or donations.)

#### EXAMPLES:

- a) Memorial contributions may be made to...
- b) The... Memorial has been established for those wishing to contribute.
- c) Memorials may be made to the charity of your choice.
- d) Remembrances may be made in the form desired by friends.



#### PHOTOS:

Please provide a clear, well-cropped headshot of the person, suitable for black and white printing. Send the photo via email promptly or bring it to us for scanning.

Conclude your tribute by expressing gratitude to individuals or groups who provided care to the deceased. Obituaries provide a fitting platform for such acknowledgments.

#### FINAL STEPS:

Inquire with our staff about distributing the tribute to newspapers in other cities where the deceased resided or worked.

After posting the obituary on our website, share the link with other family members and friends to ensure timely notification. Remember, our staff is available to offer practical advice and professional assistance if needed.

Our goal is to create an obituary that serves as a lasting tribute worthy of preservation in a scrapbook—a heartfelt homage that brings pride to family and friends for years to come, even amidst the turbulence of loss.