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## OBITUARY WORKSHEET

Each newspaper/news business has different cut-off dates and times to publish Obituaries and/or Death Notices, Hudson's Funeral Home & On-Site Crematory will strive to meet these cut-off dates and times however we cannot make any guarantees; and we cannot guarantee any publication times or accuracy of obituary. Newspaper editors **WILL** change information and or formatting.

The Obituary can be typed and emailed to the Funeral Home info@hudsonsfh.com and the obituary photo (optional) can be emailed in a JPEG format as an attachment.

**\*\*\* Always call during our business hours Mon-Fri, 8am-5pm to confirm we have received your email. \*\*\***

The Obituary and/or Death Notice with Photo (optional) will be published for **FREE** on our *Funeral Home website*.

The following news outlets are for Fremont County.

**County10.com**

**KOVE Radio**

**Lander Journal/Riverton Ranger/Wind River News**

**Casper Star Tribune**

Cost may vary with or without picture and any other requests you may have. The Funeral Home can assist by emailing the Obituary and Picture (optional) to the newspaper of your choice. If you need to make any changes (spelling, names, dates, etc.) to the obituary, after the Funeral Home has submitted it to the newspaper, you will need to contact that newspaper and let them know what needs to be changed.

**YOU ARE RESPONSIBLE** for contacting the newspaper of your choice to get all deadline information including but not limited to payment deadlines; you are also responsible for obtaining price quotes, publication dates, making payment, proofing (spelling, grammar etc.) and meeting all deadlines.

**Casper Star Tribune** 170 Star Lane Casper, WY 82604 obits@trib.com (307) 266-0554

**Lander Journal, The Riverton Ranger, and Wind River News (All are operating out of one office in Riverton):**

Address: 421 E Main St, Riverton, WY 82501 fremontnews@wyoming.com (307) 856-2244

List any other news organization(s) you would like the obituary, death notice, and/or picture to be sent to:

(Name, Phone, City, State)

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ died on \_\_\_\_\_,  
(Deceased Full Name) (Age) (Residence City & State) (Date of Death)

in/at \_\_\_\_\_  
(Place of Death, City and State)

### FUNERAL SERVICE

### MEMORIAL SERVICE

### GRAVESIDE SERVICE

will be held at \_\_\_\_\_ AM/PM, \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_\_  
(circle one of the above) (Time) (Day of Week) (Month & Day) (Year)

at \_\_\_\_\_  
(Location Name, Address, City and State)

**VISITATION** will be held at \_\_\_\_\_ AM/PM, \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_\_  
(Time) (Day of Week) (Month & Day) (Year)

at \_\_\_\_\_  
(Location Name, Address, City and State)

**OTHER:** \_\_\_\_\_ will be held at \_\_\_\_\_ AM/PM, \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_\_  
(Wake, Rosary, Prayer Service etc.) (Time) (Day of Week) (Month & Day) (Year)

at \_\_\_\_\_  
(Location Name, Address, City and State)

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 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 (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, 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

OBITUARY WORKSHEET

was born on to and

(Deceased Name)

(Date of Birth)

(Father Full Name)

in

(Mother Full Maiden Name)

(Place of Birth: City, County and State)

Personal background (i.e. milestones, education, military service, affiliations, hobbies. (OPTIONAL)

(First Name of Decedent) was preceded in death by (OPTIONAL)

Survivors include (OPTIONAL)

# of grandchil- # of great- # of great-great-  
dren grandchildren grandchildren

Memorial Contributions may be mailed directly to (Full Mailing Address):