

CHARITYSMITH

good lives, well remembered



Checklist & Tips for Writing a Great Obituary

Gather Information - Start by collecting essential information.

- Full Name** – Include any nicknames or preferred names.
- Date and Place of Birth** – Specify the birthdate and location.
- Date and Place of Death** – Mention the date and location of the passing.
- Family Details** – List surviving family members, including spouse, children, grandchildren, and siblings.
- Education and Career** – Highlight their educational achievements and career milestones.
- Hobbies and Interests** – Include their passions, hobbies, and interests.

- ❑ **Community Involvement** – Mention any community or volunteer work.
- ❑ **Notable Achievements** – Highlight significant accomplishments.
- ❑ **Service Details** – Include information about funeral, memorial, or burial services.

Structure the Obituary - Follow a clear structure to convey the information effectively.

- **Opening** – Start with the full name, date of birth, and date of death.
- **Biographical Information** – Provide a brief overview of their life, including education, career, and family.
- **Achievements and Passions** – Highlight notable achievements, hobbies, and interests.
- **Community Involvement** – Mention any volunteer work, organizations, or causes they were passionate about.
- **Survivors** – List surviving family members, including spouse, children, and siblings.
- **Service Information** – Include details about memorial services, funeral arrangements, and any requests.

Tips for Writing an Obituary

Write with Sensitivity

- Use a respectful and compassionate tone.
- Focus on positive aspects of the person's life.
- Avoid sharing controversial or overly personal details.

Edit and Review

- Proofread the obituary for accuracy and grammar.
- Ensure all details are correct, including service information.

Include a Photo

Consider including a recent photo of the deceased to personalize the obituary

Example of a Well-Written Obituary

[Full Name], aged [age], passed away peacefully on [date of death] in [place of death]. [He/She] was born on [date of birth] in [place of birth] to [parents' names]. [He/She] graduated from [school/college] and went on to have a successful career in [career field].

[He/She] was a devoted [spouse/parent/grandparent] and is survived by [list of surviving family members]. [He/She] had a deep love for [hobbies/interests] and dedicated [his/her] time to [community involvement].

In lieu of flowers, the family requests donations to [charitable organization]. A memorial service will be held on [date and location].

Please join us in celebrating [Full Name]'s life at the memorial service, where we will remember [his/her] enduring spirit and the joy [he/she] brought to all of us.

For more helpful information please visit
CharitySmith.org