

Please have obituaries submitted by **11am** prior to the day of publication.

Please keep in mind that some papers have a deadline before **11am**.

The following headings are meant as a general guide to write an obituary.

**-NAME/ANNOUNCEMENT**

Full name of the deceased, including nickname, if any

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Age at death

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City of Residence

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Day and date of

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Place of death

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**-LIFE**

Date of birth

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Place of birth

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Names of parents

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Education: school, college, university and other

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Designations, awards, and other recognition

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Employment: jobs, activities, stories, colleagues, satisfactions, promotions, union activities, ect...

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Military service

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Hobbies, sports, interests, activities, and other enjoyment

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**-FAMILY**

**Predeceased by:**

Parents/Spouse

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Children

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Siblings

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**Survived by:**

Parents/Spouse

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Children

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Grandchildren

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Great-grandchildren

---

Siblings

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Pets (if appropriate)

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**-SERVICE**

Day, date, time, place

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Visitation information: day, date, time, place

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Reception information if applicable: day, date, time, place

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Place of interment

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**-END**

Memorial funds established

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Memorial donation suggestions, including addresses

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Thank you to people, groups, or institutions

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