

Obituary Checklist

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
- Place of death
- Cause of death, if choose to include

Life

- Date and 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
- Military service
- Places of residence
- Hobbies, sports, interests, activities, and other enjoyment
- Community service, charitable, religious, fraternal, political, or other; positions held
- Achievements
- Unusual attributes, humor, other stories

Family

Survived by (and place of residence, in order):

- Spouse or partner
- Children (in order of date of birth, and their spouses if desired)
- Grandchildren, great-grandchildren, great-great-grandchildren
- Parents, then grandparents
- Siblings (in order of date of birth)
- Others, such as nephews, nieces, cousins, in-laws
- Friends

Predeceased by (and date of death):

- Spouse or partner
- Children (in order of date of birth), then grandchildren
- Siblings (in order of date of birth)
- Others, such as nephews, nieces, cousins, in-laws
- Pets (if appropriate)

Service

- Day, date, time, place
- Name of officiate or celebrant, pallbearers, honorary pallbearers
- 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 if using one
- Where to call for more information (even if no service is planned)

Donations, Thank You, Quotations

- Memorial funds, memorial donation suggestions, including addresses
- Thank you to people, groups, or institutions
- Quotation or poem