



**\*PLEASE NOTE**, local newspapers charge a fee to run obituaries. Until the obituary is submitted and we are informed by the newspaper of the cost, we can only estimate the fees. Obituary and photos can be emailed to [wecare@morrisonpayne.com](mailto:wecare@morrisonpayne.com).

Deadlines for Newspapers:

Times News - 1:30 p.m. the day before obituary is printed. 12:00 noon on weekends

Weekly Mailer - Friday by 10:00 a.m.

The Voice - Sunday by 1:30 p.m.

We will place the obituary on our website free of charge.

In order for us to better serve your family, we are providing this obituary template. Some of the items listed below may not be applicable in your situation, and there may be additional items that you would like to provide.

## OBITUARY TEMPLATE

- NAME / ANNOUNCEMENT
  - Full name of the deceased, including nickname, if any
  - Age at death
  - Name of the city where your loved one lived when they passed
  - Day of death
  - Place of death
  - Cause of death (Optional)
- LIFE
  - Date of birth
  - Place of birth
  - Names of parents
  - Childhood: stories, schools, friends
  - Marriage(s): date of, place, name of spouse
  - Education: school, college, university and other
  - Awards and other recognitions
  - Employment: jobs, activities, stories, colleagues, promotions
  - Places of residence
  - Hobbies, sports, interests, activities, and other enjoyment
  - Charitable, religious, fraternal, political, and other affiliations or positions held
  - Achievements, unusual attributes, humor, other stories
- FAMILY
  - Survived by (and place of residence):
    - Spouse
    - Children
    - Grandchildren
    - Great-grandchildren

Listing a number of grandchildren and great-grandchildren may be appropriate with large families.

    - Parents

- Grandparents
- Siblings
- Preceded in death by:
- Spouse (If applicable)
- Children
- Grandchildren
- Parents
- Siblings

- SERVICE TIMES

- We will have service information at the funeral home and will enter the information into the obituary for you

- END

- Memorial funds established
- Memorial donation suggestions, including addresses
- Thank you to people, groups, or institutions.