

OBITUARY GUIDELINES AND FORMS

Writing an obituary:

First compose a short death notice for any paid notices. If you like, include the website where a full obituary is posted.

Then write a full-length obituary to post online, include in the funeral program, or submit for (unpaid) news obituaries.

Double-check all your facts, spellings, dates, etc. Have a family member proofread and make sure all surviving family is included.

Be sure to give **clear instructions** on what you want published when and where, both in print and online.

Attach **your contact information** and a photo of the deceased (if you have a good, clear one).

To submit an obituary for cafa.com, simply email the text to info@cafa.com. Or complete the Obituary form(s) below and submit by mail, fax, or email. There is no charge for an online obituary placed by CAFA.

Please note: By submitting obituary information to CAFA, you grant CAFA permission to publish the information you provide on our website and linked pages at legacy.com. We strive to publish the information accurately and according to your wishes. If we make an error, let us know and we will correct it as soon as possible.

PAID DEATH NOTICE (items to include):

Full name of deceased _____

Age _____ Date of death _____

Place (city) of death _____

Survivors _____

Funeral/funeral home info _____

Sample Paid Death Notice:

Smith, Mary E., 85, on June 5, in Parkville. Beloved wife of the late James, mother of Linda Jones (Thomas) and John (Deborah), sister of Harry. Three grandchildren. Visitation Tuesday 7-9 p.m. and Funeral Wednesday 10 a.m. at Cremation and Funeral Alternatives in Towson. Obituary, tributes and condolences at cafa.com.

FULL LENGTH OBITUARY (items you MAY want to include):

Full name of deceased _____

Age _____ Date of death _____

Place (city) of death _____

Cause of death _____

Place of birth _____

Place (city) of residence _____

Length of time lived in the area _____

Previous major places of residence _____

Work history _____

Military experience _____

Colleges and local high schools attended _____

Memberships in organizations _____

Volunteer work _____

Honors _____

Any other interesting facts about the deceased _____

Names of all spouses (include previous marriages; if a spouse is deceased, the year of death) _____

Names and current cities of residence of survivors, including children, siblings and parents; number of grandchildren: _____

Date, time and location of funeral or other service _____

Memorial contributions to be made in lieu of flowers to _____