

- **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**
- **LIFE**
 - **Date of birth**
 - **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, union activities, frustrations,**
 - **Places of residence**
 - **Hobbies, sports, interests, activities, and other enjoyment**
 - **Charitable, religious, fraternal, political, and other affiliations; positions held**
 - **Achievements**
 - **Disappointments**
 - **Unusual attributes, humour, other stories**
- **FAMILY**
 - **Survived by (and place of residence):**
 - **Spouse**
 - **Children (in order of date of birth, and their spouses)**
 - **Grandchildren**
 - **Great-grandchildren**
 - **Great-great-grandchildren**
 - **Parents**
 - **Grandparents**
 - **Siblings (in order of date of birth)**
 - **Others, such as nephews, nieces, cousins, in-laws**
 - **Friends**
 - **Pets (if appropriate)**
 - **Predeceased by (and date of death):**
 - **Spouse**
 - **Children (in order of date of birth)**
 - **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 officiant, pallbearers, honorary pallbearers, other information**
 - **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**
 - **Where to call for more information (even if no service planned)**
- **END**
 - **Memorial funds established**
 - **Memorial donation suggestions, including addresses**
 - **Thank you to people, groups, or institutions**
 - **Quotation or poem**
 - **Three words that sum up the life**