

## OBITUARY SUBMISSION FORM

Writing an obituary is a way to honor your loved one's life as well as to announce their passing. We realize that this is a difficult time for you. We strive to make this process as simple as possible. If you already have an obituary written, please just fill out the **Contact Information** and include this form with the written text. If you do not have an obituary, you may fill out this form or use it as a guide. The submission deadline is 12 p.m., on the day prior to publication. Submissions can be emailed or faxed.

We offer 3 different options for placing an obituary. All options include complimentary placement of service information in the daily Services Box.

1. A **general notice** is free and placed beneath the heading "Death Notices" in the Services Box. It includes the name of the deceased, age and day of death. A photo cannot be included.  
- Ex: *John Smith, 84 of Woodland, passed away Sunday, Jan. 1, 2014.*
2. A **short form obituary**, or death notice, is **\$42** and can include the name of the deceased, date of birth and death, nickname, age, city of residence, place and cause of death, and any service and contribution information. A photo can be included for **\$10**.  
- Ex: *John R. Smith of Woodland passed from a brief illness Sunday, Jan. 1, at Woodland Hospital at the age of 84. Born on Jan. 1, 1930, in Sacramento, Ca, John served in the US Army for 30 years. A viewing will be held from 6 to 8 p.m., on Jan. 1, at Woodland Mortuary, 100 Mortuary Way. Visitation will be held at noon, with the funeral beginning at 1 p.m., on Jan. 2, at Woodland Church, 100 Church St. Burial to follow at Woodland Mortuary. Arrangements under the direction of Woodland Mortuary.*
3. A **full obituary** includes all the information in a death notice as well as occupation history, special interests, survivors, and any other information you wish to include. A photo can be included at no additional charge. Full obituaries run in a column and are counted by the inch down. Each column inch is \$25.

**Please remember to print legibly to ensure accuracy.**

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### CONTACT INFORMATION

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_ FAX (Opt): \_\_\_\_\_

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### DECEASED INFORMATION

NAME: MR., MRS., MS. \_\_\_\_\_

NICKNAME: \_\_\_\_\_ AGE: \_\_\_\_\_ CITY OF RESIDENCE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ PLACE OF BIRTH: \_\_\_\_\_

DATE OF DEATH: \_\_\_\_\_ PLACE OF DEATH: \_\_\_\_\_

CAUSE OF DEATH: \_\_\_\_\_

MILITARY SERVICE: \_\_\_\_\_

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If you want a short form obituary, please **stop here** and skip ahead to the **Services Information**.

For a full obituary, please continue to the next section of this form.

To include more detail, you may attach a separate sheet of paper.

DECEASED INFORMATION (CONT)

EDUCATION: \_\_\_\_\_

OCCUPATION(S): \_\_\_\_\_

ORGANIZATIONS/ SPECIAL INTERESTS/ HOBBIES: \_\_\_\_\_

\_\_\_\_\_

SURVIVOR INFORMATION

SPOUSE/PARTNER: \_\_\_\_\_ YEARS TOGETHER: \_\_\_\_\_

CHILDREN: \_\_\_\_\_

\_\_\_\_\_

STEP-CHILDREN: \_\_\_\_\_

\_\_\_\_\_

PARENTS: \_\_\_\_\_

SIBLINGS: \_\_\_\_\_

\_\_\_\_\_

NUMBER OF GRANDCHILDREN: \_\_\_\_\_ NUMBER OF GREAT-GRANDCHILDREN: \_\_\_\_\_

OTHER RELATIVES: \_\_\_\_\_

\_\_\_\_\_

PRECEDED IN DEATH BY: \_\_\_\_\_

\_\_\_\_\_

SERVICE INFORMATION

DATES(S) OF VIEWING/ VISITATION: \_\_\_\_\_ TIME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TYPE OF SERVICE:  MASS  GRAVESIDE  MEMORIAL  FUNERAL  CELEBRATION OF LIFE

OTHER: \_\_\_\_\_

SERVICE DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

ADDRESS (if different): \_\_\_\_\_

PLACEMENT:  BURIAL  INURNMENT  ENTOMBMENT  ASHES SPREAD  PRIVATE

LOCATION: \_\_\_\_\_ CITY: \_\_\_\_\_

MORTUARY: \_\_\_\_\_ CITY: \_\_\_\_\_

CONTRIBUTIONS/DONATIONS: \_\_\_\_\_