

Newspaper Notices – Information and Worksheet

Your Cypress Lawn Arrangement Counselor will be pleased to help you in the placement of newspaper funeral notices. We provide this worksheet to those we serve to help make the process of writing the funeral notice easier.

Usually, the announcement would include:

- The name of the deceased, and, usually, the dates of birth and death;
- the surviving family members, usually in chronological order. Some families keep the notice very brief, listing only immediate family members; others choose to include a more extensive listing, with spouses of children, etc. Whether or not to use traditional adjectives, such as “beloved”, “cherished”, “devoted”, etc. is up to the family.
- a brief summary of biographical information is often included. Significant life events, education, work, clubs, lodges, or church memberships, etc. are sometimes included. It’s important to think of how people might have known the deceased.
- Information about the visitation and/or funeral ceremonies is included if the public is invited to attend. If services are private, the notice will usually simply say, “private services were held.”
- preferences, if any, for memorial contributions.

Families publish newspaper notices for different reasons. Primarily, it is an efficient and far-reaching way to announce the death of a family member. The newspaper notice will sometimes reach people who knew your loved one years ago, and who have fallen out of touch. Also, the newspaper notice becomes a permanent historical record. If members of your family generations from now are doing genealogy research, etc., they will likely turn to the archives of newspapers. This can be a treasure trove of information for future generations.

Most newspapers charge for the notice. The San Francisco Chronicle charges \$XX per column inch. We have included some samples on this page, along with the respective costs. (Prices are subject to change by the newspaper.)

Photographs and other symbols (such as the SFPD emblem, a flag for a veteran, etc.) are optional. A symbol adds XX to the cost; a photograph adds XX.

Your arrangement counselor will advise you of approximate costs and deadlines for funeral notices.

Editorial Obituaries:

An “Editorial Obituary” is a news story, written by a newspaper reporter, about the person who died – usually about a person of newsworthy prominence. If you believe the newspaper would be interested in writing an editorial obituary, we will help you contact the proper department.

NEWSPAPER NOTICE FOR _____

To publish in _____ Newspaper(s)

On (Dates) _____

NAME OF DECEASED: _____

Date of Death _____ Place of Death: _____

Husband/Wife of: _____ (Living - <>Yes <>No)

Father/Mother of: _____

Grandfather/Grandmother of: _____

Brother/Sister of _____

Other: (Uncle, Aunt, Nephew, Niece, Etc.) _____

A native of _____, born _____.

Biographical information (residence, upbringing, education, work history, church membership, etc. _____

Visitation: _____

Vigil Service/Evening Service: _____

Funeral Service/Funeral Mass/Memorial Service: _____

Interment: _____

Memorials to _____

_____ Preferred.