

# NEWSPAPER NOTICE WORKSHEET

\*newspaper notices must be turned in by **noon** the day before it is to appear in the newspaper selected\*

To be published in: SF Chronicle \_\_\_\_\_ Mercury News (SM Times) \_\_\_\_\_

SM Daily Journal \_\_\_\_\_ Other \_\_\_\_\_

Run Dates: \_\_\_\_\_

**Note:** Obituaries will need to be submitted by email to [wecare@ssofunerals.com](mailto:wecare@ssofunerals.com) in Word document format.  
Photo submitted will need to be in JPEG format. This worksheet is only a guideline. See reverse for sample.

**Name:** \_\_\_\_\_

**Date of birth:**\*optional \_\_\_\_\_ **Date of death:**\*optional \_\_\_\_\_

**Native/resident of** \_\_\_\_\_

**Husband / Wife** \_\_\_\_\_

**Children** \_\_\_\_\_

\_\_\_\_\_

**Brothers / Sisters** \_\_\_\_\_

\_\_\_\_\_

**Grandchildren** \_\_\_\_\_

\_\_\_\_\_

**Father** \_\_\_\_\_

**Mother** \_\_\_\_\_

**Also Survived by** \_\_\_\_\_

\_\_\_\_\_

**Bio Information: activities, organizations, accomplishments and education** \_\_\_\_\_

\_\_\_\_\_

**Family and friends may visit** \_\_\_\_\_

\_\_\_\_\_

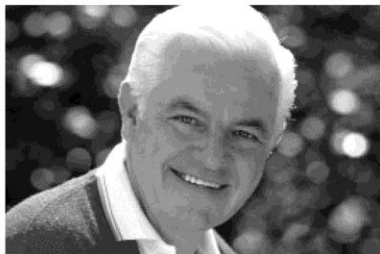
**Funeral Service/Memorial Service/Funeral Mass/Graveside Service** \_\_\_\_\_

\_\_\_\_\_

**Donations to:** \_\_\_\_\_

\_\_\_\_\_

# SAMPLE



**Peter James Brown  
Resident of Pleasantville**

**Nov. 22, 1935 – Jan. 1, 2010**

Peter James Brown passed away on Saturday after a valiant battle with cancer. He touched many lives with his gentle spirit and positive outlook on life.

Peter was born in Pleasantville, CA and graduated from Roosevelt High School and earned a degree in Political Science from University of California in Berkeley. After serving in the U.S. Army for 4 years, Peter enjoyed a 30 year career with the Pleasantville Police Department. He achieved the rank of Assistant Police Chief, retired in 1992 and started a second career as a high school basketball coach at Pleasantville High School.

Peter is survived by his loving wife, Elaine; devoted children Amy Johnson (Joe) of San Jose, Kathryn Dami (Bob) of Oakland and Christopher Brown of Danville and grandchildren, Mary and Steve Johnson of Palo Alto, Robert Dami of Napa and Peter and Suzie Brown of Walnut Creek, and one great-grandchild Peter James Brown III. He is also survived by his sister Priscilla Stevens of Milwaukee, WI; brother Kent Brown of Irvine, CA; and father and mother-in-law Jim and Inez Smith of Pleasantville. His generous loving spirit will be missed by all who knew him.

Friends and family are invited to a visitation on Monday, Jan. 11, 2010 from 6-8 p.m. and a funeral service on Tuesday, Jan. 12, 2010 at 11:00 a.m. at Peaceful Gardens Funeral Home, 50 Walton Lane in Pleasantville. Burial to follow at Pleasantville Cemetery.

**Peaceful Gardens  
(555) 555-5555**

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## WRITING GUIDELINE:

Make sure to present the notice in clear, readable language with no abbreviations. Divide it into paragraphs based on the numbered guidelines below:

1. The first line is the name of the deceased followed by the city where they resided (or former local city) — “Resident of.” This information is required.
2. Dates of birth and death are optional.
3. The text of the notice should include a short biography including milestones (marriage, children, career, military service), successes, special interests, and membership in organizations.
4. The list of survivors usually contains the names of spouse, children and grandchildren and may include their cities of residence. You may also want to include family members who passed away prior to the deceased.
5. Close with the date, time and location of all services – visitation, rosary, funeral, burial or gravesite service. Make sure to include the name and phone number of the mortuary so that you don't have to field calls for directions.
6. State requests for donations to charity at the end of the notice.
7. Make sure to spell check the notice and verify spelling of all family names.
8. If you desire a photo, please email it in JPG format as an attachment.

**The BEST option for  
publication is the 3-day  
Package — the notice  
runs for 3 days and is  
charged for only 2 days.**