

Step-by-Step Obituary Guide

Why An Obituary?

Obituaries inform others of the passing, offer a biographical sketch of the person as well as provide a glimpse into their life. From providing basic information such as names and dates to a full outline of ancestral relationships and life stories, obituaries are as varied as the person being commemorated.

Once the content of the obituary is decided, the next step is to choose to publish it in one or several mediums as well as online. Our experienced professionals will help guide you through the process and develop an obituary that is fitting to your needs and budget.

Get the word out fast with Online Obituaries

Our online service keeps your family connected with loved ones across the country or around the world. Family and friends can visit our website any time to view obituaries and get service information, sign online guest books and offer words of comfort, light a virtual candle, and even send sympathy cards right from our website. This complimentary service easily integrates with social media sites like



Facebook and



Twitter to assist you with sharing your comments and memories with family and friends.



Use your smartphone to scan this code for a quick link to our online memorials.

Complimentary Online Obituary Service

\$0.00

- unlimited space for copy
- unlimited photos to display
- unlimited multimedia possibilities- link video clips and photos to social media
- user-friendly and easy-to-use templates
- online guest book for your family & friends to sign
- use in addition to a short paid newspaper obituary to save costs
- **FREE service as part of our quality care**

Simple Free Death Notices

The Tulsa World free death notice prints two times: once as "services pending" and second with "service time". The free death notice includes: name, age, occupation, date of death, services and funeral home.

Example 1:

Jane Doe, 77, retired school teacher, died Monday. Services pending (Butler-Stumpff Funeral Home).

Example 2:

Jane Doe, 77, retired school teacher, died Monday. Services 2pm, Wednesday (Butler-Stumpff Funeral Home Chapel).

How much will it cost?

The Tulsa World's fee for a newspaper obituary is **approximately \$2.50/word**.

SAMPLE Obituary

DOE, John Jeffrey "Jack," 82, of Lafayette, Indiana, died on Friday, August 4, 2008, while vacationing in Galveston, Texas. Jack was born on April 23, 1926, at West Point, Indiana, to Ralph and Louise Doe. On June 12, 1952, he married his college sweetheart, Elizabeth (Libby) Scott. Jack graduated, with honors in Agriculture Education, from Purdue University and then returned to his high school alma mater at West Point where he taught agriculture for twelve years. When West Point was consolidated with four other schools, Jack moved to the new Southwestern High School to become their first agriculture teacher and remained there for twenty-two years until his retirement. He lived in the West Point area until after retirement when he moved to Tulsa. Jack was an avid fisherman, spending time whenever possible at a cabin in southern Michigan. In addition to his employment of teaching, he also served as a Cub Master for the Boy Scouts at West Point and also volunteered for fifteen years at Junior Achievement of Lafayette. He organized a group that helped raise money for and also helped to construct a camp for youth in the area. He was a member of West Point United Methodist Church for 53 years, serving as both an usher and various positions on the Administrative Board. For the past seventeen years, he has been a member of Asbury United Methodist Church in Tulsa. His integrity and warm sense of humor made him a favorite with people of all ages. Surviving with his wife is a son, Michael, and wife, Donna; daughter, Suzanne Hughes, and husband, Jack. Also surviving are five grandchildren: Rusty Doe and wife, Penny; Mark Doe and wife, Heather; Jennifer Stack and husband, Del; Angela Reynolds and husband, Kevin; Kimberly Reynolds and husband, Dennis. In addition, he is survived by three great-grandchildren: Aiden Doe, Madison Stack, and Emily Stack; a sister, Amy Remington, of Cleveland, Ohio; and brother, Raymond, of Frankfort, Kentucky. He was predeceased by his parents and a brother, Robert Doe, of Montgomery, Alabama. Services will be Tuesday, August 8, at 11:00 a.m. at Butler Stumpff Funeral Home, officiated by Rev. Dick Linderman. Pallbearers are: John Webb, Richard Gray, Wilbur Johnson, Ralph Edmonson, Steve Kennedy, and Mitch Harris. Visitation will be Sunday, August 6, 1:00-8:00 p.m. and Monday, August 7, 6:30-8:00. Interment will be at Memorial Gardens on S. Memorial, at 1:30 p.m. on Tuesday, August 8, under the direction of Butler-Stumpff Funeral Home. In lieu of flowers, gifts may be made to Boy Scouts of America.

At 442 words, the approximate cost of this sample obituary would be \$1,055.

Great Money Saving Option

Many families choose to have a very short abbreviated version of the obituary in the newspaper and add the following to the copy:

"Read full obituary at Butler-Stumpff.com".

**This adds about \$20 to the cost but can save
\$100's even \$1,000's.**

What should I include?

NAME AND ANNOUNCEMENT

- Full name of the deceased, including nickname, if any
- Age at death
- Residence (the name of the city) at death
- Day and date of death
- Place of death (home, hospital)

LIFE

- Date of birth
- Place of birth
- Names of parents
- Marriage(s): date of, place, name of spouse
- Education: school, college, university, other
- Designations, awards, and other recognition
- Employment
- Places of residence
- Hobbies, sports, interests, activities, and other enjoyment
- Charitable, religious, fraternal, political, and other affiliations; positions held
- Achievements
- 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 aunts, uncles, nephews, nieces, cousins, in-laws

- 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 aunts, uncles, nephews, nieces, cousins, in-laws

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

ENDING

- 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

Use our worksheet on the back side as a template



Obituary Worksheet

_____, _____, _____ passed away on _____
Name of Deceased *Age* *Residence: City & State* *Date of Death*

at _____ o'clock at _____. Funeral/memorial/graveside (circle one)
Time of Death *Place of Death (optional)*

services will be held _____ am/pm, _____, _____, 20____ at _____
Time *Day of the week* *Month & Day* *Year*

_____, _____.
Place of Service *City, State*

Visitation will be held _____.
Time, Date, Place

Mr./Mrs./Ms. _____ was born _____ in _____.
Last Name *Date of Birth* *Place of Birth: City & State*

Personal background (optional): _____

He/she was preceded in death by (optional): _____

Survivors include: _____

Memorial contributions may be made to/In lieu of flowers: (please select)

Arrangements made by: _____
Name of Facility & Phone Number

Check all necessary boxes where obituary needs to be placed:

☐ Photo ☐ Newspaper _____ ☐ Newspaper _____
☐ Newspaper _____ ☐ Butler-Stumpff.com ☐ Other _____
(Special Announcements)

