



Obituary Guide

April 2018

Help is Here

- Sample Death Notices
- Easy Step by Step Process
- Points to Consider

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Obituary and Death Notices— what's the difference?

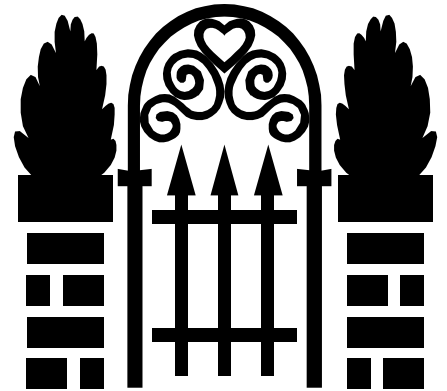
Obituaries are articles written in tribute to someone who has died and includes details of the person's legacy, such as their biography, achievements and contributions to society or other noteworthy items. A news story or article written by a journalist or third party is often considered an obituary.

A death notice is written as a public announcement of a death. Often this is written by a family member or a funeral director and is to be published in a local newspaper or online. Biographical details and life history may be noted and funeral details are often included. Often, the death notice is a paid advertisement that appears in the classified ad

section of a publication.

While the terms "obituary" and "death notice" are often used synonymously, the differences between these two types of articles are also becoming less distinct. The purpose of both articles is to inform the public as to who has died and what is to be remembered about this person.

There are no rules as to how a death notice should be written. The uniqueness of an individual should be reflected in the type of notice that is written. Creativity is encouraged and even in some cases humor is appropriate.



If you have never had to write a death notice before, this guide aims to assist you with this task. Please do not hesitate to ask your funeral director for assistance or to proof-read what you've written. A funeral professional can tell you if important information is missing or if clarification is needed.

Where to publish the death notice?

Most people publish a death notice in their local newspaper. However, there are a variety of other options depending on the audience of people who should be informed of the death. Church bulletins or newsletters, cultural or other language publications are other

examples. Keep in mind that there are publishing deadlines and they vary from one publication to another.

Our funeral centres also offer the option of a dedicated memorial webpage which may post the obituary, photo and funeral

details online. Family members can even control content on this webpage if they choose. (Go to www.etch.ca to view sample webpages.)

Whether to publish a hardcopy or a digital copy or both, the choice is up to you - and we can help!

Step 1: Who died?

First and foremost, we have to identify the person who has died. What were all the names this person was known by? Typically you would write the person's full legal name: first, middle, last. Then consider if those are the names most people would use to recognize this person.

If there was a nickname or another version of their name that is frequently used, this name can appear in parentheses () or in quotation marks “ ”.

If there was a different surname at birth, the word “nee” can precede this surname. If there was another surname that the person may have been known as formerly, then the word

“formerly” may precede this surname.

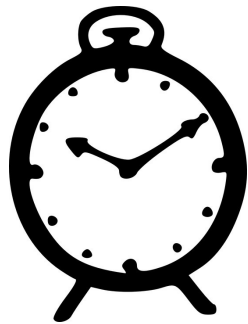
Following the name, you may add letters of designation eg. M.D. for a medical doctor, or P.Eng. for an engineer. You may also precede the name with a title eg. Rev. or Rt. Hon. Some may include official military rank or honours.

Adding a photo of the person will also help the reader identify whether this person is truly the person that they know or a different person who happens to have the same name.

Year of birth—year of death may also follow the names as further pieces of identification for this individual.

Step 2: When and How?

Often the first question in people's minds when they hear about a death is when and how did this death occur? What were the circumstances? Was it due to some lengthy illness, or was it sudden and unexpected? Whatever the cause may be, a sentence to briefly describe the circumstances surrounding the death may be all that is needed to satisfy this question.



It is not necessary to reveal the cause or give more information than necessary if you do not wish to. Using words such as “peacefully” or “suddenly” may be adequate. It may also simply be enough to write: *The family of _____ is deeply saddened to announce his/her death o...* How much to inform the reader is at your discretion.

Step 3: Who is Family?

It is common to list the people who were important in this person's life; those surviving and even those predeceased. In the hierarchy of who is named first, it would be typical to mention the spouse or partner first, followed by children, grandchildren, great-grandchildren, parents, siblings, nieces, nephews, and even pets. Those who are spouses of immediate family may be listed in parentheses (...) beside their partner's name: for example; a son-in-law or sister-in-law may appear beside their partner's names this

way. Whether to add surnames is a matter of preference, but can be added if it is different than the surname of the deceased. Where there are many grandchildren or many siblings, you may just say “many” or include the total number of them as opposed to listing them by name. Keep in mind, the longer the names or the more names are listed, the higher the cost the death notice will be. Those who have already died can be prefaced by “the late” or “predeceased by”.



JAMES "JIM" ALBERT LEWIS

To the sea, to the sun, to the sky

Surrounded by the love of his family, Jim died peacefully on February 18, 2018 at his residence at the age of 78. He will be lovingly remembered by his wife of 52 years, Amelie and their children James (Katherine), Scott (Christopher Walsh) and Alicia (Adam Wong). He was a proud and devoted grandfather to Ava, Anson, Dylan and Charlie. Jim grew up in a large family and will be missed by his three brothers, two sisters and their families. Retired from Scotiabank after a 40 year career in commercial banking, he loved to travel all over the world, especially on cruises. He will also be remembered by his neighbours and his church community at Thornhill United. Memorial service will be held on Friday, February 23, 2018 at York Funeral Centre, 160 Beecroft Road, Toronto, M2N 5Z5 (416-221-3404). Visitation from 10-11 am with service to follow at 11 am. If desired, memorial donations may be made to the Princess Margaret Hospital Foundation or to the Heart and Stroke Foundation.



Step 4: What's the Biography?

What is important to remember about this person?

In an obituary, it may be desirable to list some career highlights or achievements of the individual or describe the characteristics of this person; their favourite past-times or social activities. Other details may include schools they attended or cities in which they worked or lived. This type of information gives the reader greater insight into this person's life and the impact they had on others. Because many families like to make copies of the death notice for future generations to read, it serves as a piece of the person's legacy.

To avoid having an overly lengthy

death notice, some will opt to eliminate this type of information and would rather share this during a eulogy at a memorial event. Another alternative is to publish a condensed version as notification in a newspaper but direct them to a memorial webpage where a more detailed obituary can be found.

This is an opportunity for you to share what you and others will remember about this person in a public way.



WONG, Eva (nee Chan, Yee Wah) — Peacefully on Tuesday, January 30, 2018 at Princess Margaret Hospital following a courageous battle with breast cancer. Her memory will be forever cherished by her husband Mark and their two children Catherine and Simon. A memorial service will be held in the spring at Mount Pleasant Funeral Centre on her birthday. Please visit Eva's memorial webpage at www.etch.ca for extended obituary, service details, online guestbook and donations.



Step 5: Where's the Funeral?

If there is to be a public gathering such as a visitation or funeral service or memorial reception, the details for location, address, dates and times should be included.

It is always recommended that service details be confirmed with the funeral home or church before a death notice gets published.

In some cases, the service may be

private, at a later date or no service at all. It would be appropriate to say that these were the wishes of the deceased or the wishes of the family. You may invite the reader to celebrate this person's life in their own personal way; invite them to sign a digital guestbook; or make a donation to a charity as a way of expressing their condolences.



PATRICIA M. CLARKE
(formerly WHITE)

1932-2018

Patricia died on August 14, 2018 in the loving embrace of John, her husband of over 25 years. Widowed from her first husband David J. White, Pat will be forever missed by their children Matthew (Karina), Julia, Ellen (Craig) and step-daughter Miranda (Jeff). She was a devoted gramma to Casey, Tyler, Ryan and Samantha. Funeral Mass will be held at St. Lawrence Church, 2210 Lawrence Ave. East, Toronto on Saturday, August 18 at 10 am. Burial and reception will follow at Pine Hills Cemetery, 625 Birchmount Road, Toronto.



Step 6: How Much Will It Cost?

The cost of the death notice will be based on the number of lines published. Each newspaper will vary with advertising rates, but are commonly around \$10 per line + tax. When a photo is added, that may take up to 16 lines. Blank lines are also charged. The notice for James Albert Lewis on the left would cost \$513 + tax with The Toronto Star. The Globe and Mail may charge



more and the London Free Press may charge less for the exact same content. Publishing the notice in multiple publications or on multiple days will accordingly double or triple the costs. Please note that our funeral centre logo appears at no cost to the customer and is optional.

Worksheet

Photo _____

SUGGESTED VOCABULARY / PHRASING

Surrounded by

Peacefully on

Family is saddened to announce

Following a lengthy battle....

At the age of ...

In herth year

Will be lovingly remembered by...

Dearly missed by...

Forever in the hearts of..

Beloved husband of ——— years,

Loving

Cherished

Devoted

Dear

Proud

Faithful companion

Predeceased by...

Loving son of the late...

Will be remembered for...

Many thanks to ... for their kind and
compassionate care

Friends and relatives may visit...

Funeral will be held...

Memorial gathering will take place...

At...’s request, there will be no ser-
vice...

Interment at

Cremation has taken place

A reception will follow at...

In ...’s memory...

Memorial donations may be made
to...

Please visit www.etoouch.ca for online
guestbook and more details .

*Epitaph (a meaningful verse, lyric or
phrase you may wish to include)*