

Obituary Submission Guidelines & Suggestions

EXAMPLE:

Jane (Matthews) Robinson, 92, of Waco, passed away peacefully after a courageous battle with Cancer, on December 3, 2013 in [City, State]. A celebration of Jane's life will be held at Lake Shore Funeral Home Chapel, 5201 Steinbeck Bend in Waco, on Friday, December 8, 2013 at 2:00 pm, with Rev. George Thomas officiating. A reception will follow in the funeral home's Reception Center.

Jane was born on March 28, 1921 in [City, State]. When Bill returned from the war, Jane and Bill were married in [City, State] and decided to raise their family. After the children were in school, Jane returned to nursing at the Providence Hospital. In retirement, Jane and Bill were active in their church as well as avid lawn bowlers. Her greatest pleasure was received when spending time with her family.

She was preceded in death by her husband, William in 2001.

Jane is survived by her children, Patricia (Frank) Thompson, Matthew (Sally), and Peter; her grandchildren, Robin Thompson, James and Jessica Robinson; and her cat, Maddy. She will be missed by many other relatives and friends.

In lieu of flowers, donations may be made to [Charity, Address, City, State / Zip Code].

Thoughts and memories may be shared in the online Guest Book at www.LakeshoreFuneralHome.com.

Announcement:

The formal notification of the death that states the full name; the desired phrase: died, passed way, etc.; and the date and place (city / town). The cause of death is not usually stated but may be if so desired. The date and place of birth are usually listed next.

Scheduled Ceremonies:

This will give the time and location of any viewings, memorial services, scatterings or inurnments; or any other gathering you may choose.

Biographical Information:

This will tell a little about the person's life, their, education, work, honors, hobbies, etc.

Survivor Information:

Listing the spouse, children, grandchildren, great grandchildren, nieces, nephews, in-laws, other close relatives, close friends and even pets. Predeceased relatives are usually noted before the survivors.

Contributions or Flowers:

Some families request that contributions be made to a meaningful organization instead of sending flowers.

Condolences:

Add this phrase at the end of the notice to let readers know that they can submit confidential messages for the family. Through this service, we receive many messages - even from around the world.

There is no fee for our client families to have their obituary notice posted on our website.

Funeral Home Website:

<http://www.LakeShoreFuneralHome.com>

Obits on our website allow family and friends to be notified as soon as possible and not have to wait for it to appear in the newspaper.

There is no fee for a photo to be placed on our website either. Some families choose to have a longer notice on our website with a shorter one in the newspaper to reduce costs. Use the current obits on our site as additional resources for structure and choice of words.

Local Newspaper Costs:

Waco Tribune-Herald:

Text Only: first eight lines are free. Thereafter, \$5.50 per line; \$25 per Photo. Consecutive days ran will be billed as a "pick-up" rate (which figures @ almost a half price cost + @\$5 or \$6). Final proofing of obituary and actual costs quoted by the newspaper will be approved by the family before the obituary will be sent back to the newspaper by the funeral home.

These rates have been supplied to us by the Waco Tribune-Herald. These prices are subject to change without notice.

Emailing the Obituary:

Once you have completed the obituary notice, please email it to us at info@LakeShoreFuneralHome.com so that we can add it to our website and we will forward it on to the Waco Tribune-Herald and any other newspaper you request.

Remember: Please feel free to ask us to help you compose a meaningful and personalized obituary or, we can also review or proofread your draft before you submit it to the newspaper. There are no charges for these services. Obituary notices are very personal and special records. This guide is only a suggestion on how to compose an obituary notice. There is no legal requirement as to the format or even the submission of an obituary notice. We feel that giving families the opportunity to create their own notice can be beneficial in the grieving process. We wish to let families know that we can assist in composing the notice – in whole or in part – we are always willing to help. Please call us at (254) 752-590.