

## **Making an Announcement – Lastingpost.com**

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### **Introduction**

The purpose of the Announcement of death is to provide a public record to inform family, friends and interested people of a person's death. It should contain the essential details regarding the death, some information about the deceased person's family and the arrangements for the funeral and burial or cremation.

The Obituary which accompanies the Announcement then provides the opportunity to reflect on the person's life and times. A well written Obituary will not only be a summation of the public facts but will describe a personality by drawing out traits of character and glimpses of uniqueness.

### **Details in the Announcement**

#### 1. Introduction

The opening paragraph of the Announcement should give the deceased person's name and the date of death. Details can be given as to where death occurred and at what age.

Sometimes, people may want to include the cause of death. This is usually best described in a phrase such as "died of natural causes" or "died after a brief illness."

#### 2. Information about the family

This paragraph should give some details about the deceased person's family and provides an opportunity for them to express their sadness and love for the deceased person.

#### 3. Details of the funeral

This paragraph should give the time, date and location of the funeral as well as the reception after the funeral. Additional details can also be given; for example, whether the funeral is private, whether flowers will be welcomed or whether charitable donations would be preferred.

#### 4. Details of the Memorial service (if appropriate)

If a decision has been made to hold a Memorial Service at a later date it can be helpful to include some details of this in the Announcement.

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## Example of an Announcement

[ ] of [ ] died on [ ] at [ ] following a short illness. He was [ ] years old. He was the dearly beloved husband of [ ] and loving father of [ ] and [ ]. He was also the much loved grandfather of [ ] and [ ]. He will be greatly missed by his family and many friends.

A funeral service will take place on [ ] at [ ] at [ ] to be followed by the committal at [ ]. A reception will be held afterwards at [ ]. Floral tributes will be appreciated and should arrive before [ ]. A charitable donation, if desired, should be made to [ ].

A memorial service to celebrate [ ] life will be held on [ ] at [ ] followed by a reception at [ ].

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