

- **NAME / ANNOUNCEMENT**
  - Full name of the deceased, including nickname, if any
  - Age at death
  - Residence (for example, the name of the city) at death
  - Day and date of death
  - Place of death
  - Cause of death
  
- **LIFE**
  - Date of birth
  - Place of birth
  - Names of parents
  - Childhood: siblings, stories, schools, friends
  - Marriage(s): date of, place, name of spouse
  - Education: school, college, university and other
  - Designations, awards, and other recognition
  - Employment: jobs, activities, stories, colleagues, satisfactions, promotions, union activities, frustrations,
  - Places of residence
  - Hobbies, sports, interests, activities, and other enjoyment
  - Charitable, religious, fraternal, political, and other affiliations; positions held
  - Achievements
  - Disappointments
  - 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 nephews, nieces, cousins, in-laws
    - Friends
    - Pets (if appropriate)
  
  - 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 nephews, nieces, cousins, in-laws
    - Pets (if appropriate)

- **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**
  - **Name of funeral home in charge of arrangements**
  - **Where to call for more information (even if no service planned)**
  
- **END**
  - **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**