

**Managing Funeral Directors** 

Joseph W. Casper David A. Casper Kenneth J. Casper

187 Dorchester Street • Boston, MA 02127-2846

Phone: 617-269-1930 • Toll Free: 800-314-1890 • Fax: 617-337-3232 • Email: info@CasperFuneralServices.com www.CasperFuneralServices.com

## WRITING AND SUBMITTING AN OBITUARY FOR A LOVED ONE

The family may submit an obituary to any newspaper they choose. To write an obituary, write the decedent's name with their last name first, their age, the town of city and state where they live, and the date of death. Many families choose to include the names of the immediate family of the decedent, but may include any family members or friends names. Generally, the time and location of the services are at the end of the obituary, as well as any other information pertaining to the services.

Once the obituary is written, the family can then contact the newspaper. Most newspapers will have a phone number or e-mail available in the Obituaries section of the newspaper or of their website. They can submit their written obituary for a quote, as every newspaper fee varies. The fee usually depends on the length or number of characters in the obituary, the days it is to run in the paper, and for how long it will run.

Below is an example obituary:

Smith, John J., 98 of Boston, MA, passed peacefully in his home on, May 5, 2013 after a long illness. Mr. Smithwas			
predeceased by his parents	and		Smith, and is survived by his sisters
and	and brother.	John was in the	business for many years
and will be deeply missed and forever loved	. Visiting ho	urs will be from 4-6pm	on May 6th at Casper Funeral Home,
and Graveside Funeral Services will be held	on Saturday m	norning, May 7th at 10 o	o'clock at Cemetery in Boston, MA.

Please send on-line condolences to Casper Funeral Home at info@CasperFuneralServices.com