

# LEAVING A LEGACY

## A GUIDE FOR MY FAMILY AND FRIENDS

HOW I WANT TO BE REMEMBERED

SPECIAL INSTRUCTIONS

MY CONTACT LIST

AN OVERVIEW OF MY FINANCIAL CIRCUMSTANCES AND  
TRUSTED ADVISORS

A REVIEW OF MY IMPORTANT DOCUMENTATION

NAME:

DATE:



# HOW I WOULD LIKE TO BE REMEMBERED BY MY FAMILY AND FRIENDS

I would like my body to be:

Buried

Cremated

Donated to Science

Embalmed\*

If I am to be buried, I would like to be buried:

Location:

Type (Cemetery Plot, Vault, Mausoleum):

Wearing (Clothing/Jewelry):

Casket Style (Wood/Metal):

Special Grave Marker Instructions:

If I am cremated, I would like:

My ashes to be (scattered, buried, given to, etc.):

Location:

I would like to be remembered with:

Traditional Funeral Service

Celebration of Life

Grave Side Gathering

Memorial Service

Wake

Memory Cards

Open / Closed Casket

I would like my service to be held at (please indicate a location for the service and graveside service if applicable):

I would like the following clergy to participate in my service:

I would like my Pall Bearers to be (please indicate 4-6 men):

I would like the following person/s to give my eulogy:

Please remember the following when making seating arrangements (i.e. - Honorary Pall Bearers, Sorority, or Fraternity):

I would like the following flower arrangements (Casket Spray, Standing Spray, Matching Baskets, Favorite Flower, etc.):

In lieu of flowers, please make donations to the following charities:

I would like the following music during my service (please list any special performances by choir, soloist, instrumentalist, etc.):

I would like to include the following scripture or poems in my service:

I would like the following people to read the scriptures or poems listed above:

I would like the following special ceremonies to be incorporated into my service (Fraternal, military, or special recognition for achievements):

I would like my obituary to be published in the following newspapers:

You will find a copy of my obituary:

If out of town guests travel to attend my service, please assist them in the following manner:

\*Note, if the body is not embalmed or cremated the burial must occur more quickly.

# HOW TO WRITE YOUR OWN OBITUARY

Many people feel overwhelmed by the responsibility of writing an obituary, so writing your own can be a gift to the ones you love. People often worry that they'll forget important facts and information, or that the obituary won't fully capture their loved one's life. If you are planning to write your own obituary so your family and friends won't be left with the task, you may be asking yourself, "Where do I begin?" To assist, Legacy.com has prepared this guide to writing an obituary. Here are the most important things to keep in mind:

1. Always check with the newspaper/s where the obituary will be published. Some newspapers have specific style guidelines or restrictions on length, some only accept obituaries directly from funeral homes, and some only publish obituaries written by newspaper staff members.

2. Include as much biographical information as you feel comfortable sharing (the more information you include, the easier it will be for acquaintances recognize their association with you). Some items you may wish to include:

- Full name (including maiden name, nickname, or any other name by which you might be identified).
- Dates and locations of birth and/or marriage.
- Cause of death (in the event it is a result of illness).
- Predeceased and surviving loved ones' names and their relationship to you.
- Schools attended.
- Military service.
- Place of employment and position held.
- Membership in organizations (for example, civic, fraternal, church).
- Hobbies or special interests.

3. Want your obituary to be more memorable? Consider these tips from Legacy.com experts:

"Try to remember specific instances where you were able to make a difference in the lives of others, in your profession or field and/or in the community. Instead of just listing your achievements, tell a little story about some of them. Keep an eye out for moments that speak eloquently of your humanity, kindness, zest for life or even your cranky disposition – whatever fits. Did you take tango lessons or play poker in you eighties? Say so. Such information inspires people and helps them connect with your memory. Before you sit down to write, take a day or so to think about what you want to say, and take notes as ideas come to you. Then get started."

4. Leave room for your family to include service details. You may also opt to let your family know how you would like to be remembered.

5. If you prefer monetary contributions rather than flowers, include a phrase such as: "In lieu of flowers, please consider the needs of the family" or "In lieu of flowers, kindly donate to the following charitable organizations." Consider listing one or more charities to which you'd like donations made. If you do, be sure to include the web address for the charity to make it easier for your friends and family to make donations.

6. Leave your obituary with the following notes for your family - Plan to publish the obituary at least 1-2 days prior to services so that friends and family can make arrangements to attend. If services are public, include full funeral service information: location, day, and time of visitation, memorial or funeral service, and burial. If services are private, indicate so (for example, "Burial will be private" or "Private services will be held").

An adaptation of a writing by Florence Isaacs, author of *My Deepest Sympathies: Meaningful Sentiments for Condolence Notes and Conversations, Plus a Guide to Eulogies*.

# GETTING STARTED

Full name (including maiden name, nickname, or any other name by which you might be identified).

Dates and locations of birth and/or marriage.

Cause of death (in the event it is a result of illness).

Predeceased and surviving loved ones' names and their relationship to you.

Schools attended.

Military service.

Place of employment and position held.

Membership in organizations (for example, civic, fraternal, church).

Hobbies or special interests.

# OTHER SPECIAL INSTRUCTIONS

I HAVE COMPLETED THE FOLLOWING FORMS:

LOCATION:

EMERGENCY AND GENERAL CONTACT LIST

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MY LIABILITIES AND SERVICE PROVIDERS

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MY ASSETS AND INSURANCE POLICIES

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LIST OF IMPORTANT DOCUMENTATION

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PERSONAL VIDEO FOR FAMILY & FRIENDS

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