

OBITUARY/MEMORIAL
Planner.



... gone but not forgotten.

Our newspaper would like to lend our support at a time of loss. This planner was developed to provide ease of mind to families and Funeral Directors publishing a notice in the Antelope Valley Press.

How to schedule an Obituary/Memorial

1. Follow the Writing Guidelines on the back page.
2. Determine the dates the notice will publish. The Valley Press offers a 20% discount when your notice publishes 2 to 3 consecutive days. Or you can schedule the notice for any number of days you prefer.
3. Notices must be received before 2 pm Monday through Friday.
4. Draft the correspondence with the Antelope Valley Press. There are several ways to send your notice. You may:
 - Visit our Palmdale office for personal help with your notice.
 - Fax to 661-947-4870
 - Email to obituaries@avpress.com
 - Fill out the form online at www.avpress.com.Faxed photos are not accepted. In all correspondence, please make sure to include your contact information (name, phone number and address). All notices appear online for 1 year and include photo.
5. Once you have submitted the notice, an Obituary Coordinator will contact you with cost information. All notices are charged on a per line per day basis.
6. After the notice has published you will receive 1 complimentary tearsheet. Please contact your Obituary Coordinator for information on ordering additional copies.

BURTON, Howard J.



Born on September 14, 1925 in Kansas City, Mo. Passed away on March 31, 2015 in Palmdale, Calif. For more information and to sign the condolence book, please visit: www.chapelofthevalleymortuary.com. **Chapel of the Valley Mortuary**

Sample notice shown at actual size

Free Photo included:
1 column x 3.5" in size
All notices appear online for 1 year.

See the back page for contact information, writing guidelines, rates and custom symbols.

Writing Guidelines

Make sure to present the notice in clear, readable language with no abbreviations. Divide it into paragraphs based on the numbered guidelines below:

1. The first line is the name of the deceased followed by dates of birth and death.
2. The text of the notice should include a short biography including milestones (school, marriage, children, career, military service), successes, special interests/hobbies, and membership in organizations.
3. The list of survivors usually contains the names of the parents, spouse, children, grandchildren and/or siblings and may include their cities of residence. You may also want to include family members who passed away prior to the deceased.
4. Close with the time, day, date and location of all services — visitation, rosary, and funeral or graveside service. Make sure to include the name of the mortuary.
5. If the family wishes donations to a charity, this is usually stated at the end of the notice.
6. Make sure to spellcheck the notice and verify spelling of all family names.
7. If you desire a photo, please e-mail it in JPEG or PDF format. You may also ask your Obituary Coordinator to scan your photo at no additional cost to you.

Rates:

Per line per day\$6.50

Per line per 2 days\$5.50

Online for 12 months\$10.71

Custom Symbols*\$5.00 each

Free Photo included: 1 column x 2.5" in size

Published in SAU column width

Line Length:

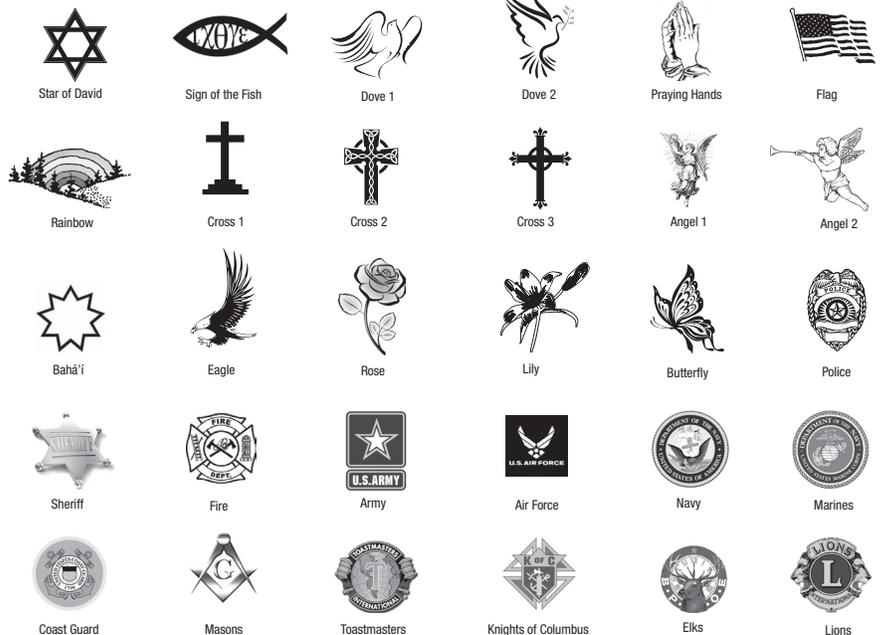
Approximately 23 characters per line including spaces and punctuation.

Symbols:

Symbols are available at the top or bottom of any obituary or memorial and are a simple but dramatic way to highlight an important aspect of the deceased's life. \$5.00 each*

Deadline for publication:

Monday-Thursday, 1 pm for the following day
Friday, 1 pm for Saturday, Sunday, Monday



*Symbols increase the size and final cost of the notice based on the number of lines shown. Custom symbols are also available.

Antelope Valley Press

Contact information

Phone: 661-267-4244 | Email: obituaries@avpress.com

Antelope Valley Press

37404 Sierra Highway, Palmdale CA 93550

Office Hours: Monday-Friday 8 am-5:00 pm

661-267-4244 • Fax: 661-947-4870 • www.avpress.com