

{Title or Position} {Name} “{Nickname}” {Last Name} (née {Maiden Name}) died {unexpectedly/peacefully} in {location} on {date} in {City, State} at the age of {age}.

{Name} is survived by {his/her} {relatives, Names}, of {Locations}. {He/she} is preceded in death by {relatives, Names}, of {Locations}.

{Name} was born on {date} in {City, State} to {Names}. {He/she} graduated from {School} in {year} with a degree in {field}. {He/she} married {Name}, {his/her} {high school sweetheart/a mechanical engineer/etc.} in {year}. After moving to {Location}, {Name} began working for {Company}. {Other significant jobs/accomplishments/life events}.

A funeral is scheduled for {time and date} at {location}, with a reception to follow. {Title} {Name} will officiate the ceremony. All are welcome to attend and celebrate {Name}'s life. Flowers and condolences may be sent to {address}.

- **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 (remember to include the year)
- 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
- Military service
- Places of residence
- Hobbies, sports, interests, activities, and other enjoyment
- Charitable, religious, fraternal, political, and other affiliations; positions held
- Achievements
- Disappointments
- Unusual attributes, humor, 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

The Obituary Department of The Kansas City Star is open from 8:00 a.m. – 4:30 p.m. Monday through Thursday; 8:00 a.m. - 7:00 p.m. Friday; Closed Saturdays, Sundays and observed holidays. We may also be closed, or close early, due to inclement weather emergencies.

In order to submit an obituary, they must be emailed to The Kansas City Star at obits@kcstar.com. An obituary must be received by 3:00 p.m. the day before it is to run in the paper. The deadline for pictures is 2:00 p.m. the day before publication and emailed in .jpg format. Obituaries and pictures received after the deadlines will be delayed by at least one day.

Individuals who submit an obituary must include **the name, address and phone number of the person responsible for payment, the name and phone number of the closest legal next-of-kin and the name and phone number of the funeral home or crematory so we can verify the person's death.** Please make sure to include this information as it will take less time to process the obituary. All obituaries placed by individuals must be prepaid.

The first 8 lines of an obituary are run at no charge for a deceased individual who ever lived in the Kansas City metropolitan area. A single line consists of approximately 22-27 letters and spaces. We begin charging at line 9. Once an obituary is long enough to be a paid obituary, the free eight lines is absorbed into the cost and it becomes all-inclusive. The 8 lines are free when the obituary is only 8 lines. Those lines are not subtracted from the total lines if the obituary is longer than 8 lines and is paid.

For more information about rates, please contact us via telephone at (816) 234-4470 or email. A flag emblem can be run at no charge for a veteran, police officer or firefighter. Please indicate in the email if the deceased is one of these and we will run a flag with their obituary.

9-11 lines:	\$117	
11-14 lines:	\$170	
Small Photo:	\$125	Large Photo: \$150