



# How to: newspaper notice

## Writing the notice

Most newspapers will have a house style (such as what abbreviations to use or the order of the deceased's information) which they will apply once they have the notice, but beyond this it's really up to you what you would like to include.

However, it can be easier to start with an example, rather than having to reinvent the wheel. Below is an outline of the kinds of things people often include. You can pick and choose from this outline, and change it to a version that seems right to you.

SURNAME, first name \_\_\_\_\_  
died / passed away in (eg *Wellington Hospital*) \_\_\_\_\_  
peacefully / suddenly / after a short/long illness / tragically / as the result of an  
accident \_\_\_\_\_  
On (month - day - year) \_\_\_\_\_ aged \_\_\_\_\_  
Dearly loved / cherished / beloved / treasured / much respected / precious  
wife/husband of \_\_\_\_\_  
mother/father of \_\_\_\_\_  
sister/brother of \_\_\_\_\_  
daughter/son of \_\_\_\_\_  
aunty/uncle of \_\_\_\_\_  
grandmother/father/nana/poppa of \_\_\_\_\_

A service to celebrate \_\_\_\_\_'s life will be held  
in \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
followed by a private cremation / burial. (OR) In accordance with \_\_\_\_\_'s  
wishes a private family service has been held.  
Join the livestream at \_\_\_\_\_.  
In lieu of flowers, donations may be made in \_\_\_\_\_'s  
memory to \_\_\_\_\_.  
Thanks to (eg *healthcare/support workers*) \_\_\_\_\_.  
Messages can be sent to: The family of the late \_\_\_\_\_  
c/- Wellington City Funerals, 352 Tinakori Road, Wellington 6011.

## Placing the notice

Placing newspaper notices is a service we provide, but you are welcome to place the notice yourself if you prefer.

If we're doing the notice for you, we'll first gather the information to write up. We can do this in person, over the phone or by email. We can work with whatever you provide, from a fully formed draft to a few quick bullet-points. We'll send the text to the papers who will then send back a proof copy which shows how the notice will be laid out. We'll send that to you to proofread and sign off. At this stage we'll also be able to let you know how much the notice will cost (we can make an educated guess before that, but the exact cost will depend on the word count and any formatting requests like including a photo). We can request changes and the paper will send a revised version for final approval.

Newspapers around New Zealand will accept obituaries for publication, although not all papers are published every day or even every weekday. Their websites should list the days they are published. Each paper will have a set deadline, which is usually about 3pm or 4pm the day prior to publication. This means we have to get the text to the paper before that time or it can't be included. Once the text is in, we have some time to proofread and make changes, but most papers will stop taking changes after about 5pm. They'll publish the most recent version of the text that they have, unless told otherwise before that final evening deadline.

Many papers also have their notices published online, on the same day as the paper edition goes out. Online notices can be edited after publication.

