

A guide to writing a newspaper notice

Funeral notices are usually inserted by the funeral home on behalf of the family. Notices can be inserted in the; Dominion Post, New Zealand Herald, Christchurch Press and Otago Daily Times as well as the provincial daily newspapers.

Notices are charged at a per line rate, approximately 6 words per line, with the following optional information:

- Surname, first name, middle names (nickname)
- Titles, rank, service number, lodge affiliation
- How the person died
- Date of death
- Where death occurred
- Age
- Who was present
- List of family members in order of seniority or priority
- Acknowledgement to care givers
- Donations to charity
- Messages to be sent to c/o address
- Funeral details - venue, day, date and time
- Interment or cremation details
- Tribute (poem or message etc)

Here is a fictitious example:

BENNETT, William John (Bill) – Peacefully on 31st July 2011 at Somerset Hospice aged 83 years, surrounded by family. Loved husband of Diana and wonderful father and father-in-law to Karen & Tom, Andrew & Liz, Christopher & Jennifer and Anna & Paul. Beloved grandfather of Anthony, Edward, Samantha, Elliot, Charles, Emma and Charlotte. Cherished brother of Mary (dec), Isobel and Rachel. Special thanks to the staff at Somerset Hospice for their care and support. In lieu of flowers, donations to Oxfam NZ, PO Box 68357, Newton, Auckland 1145 would be appreciated or left at the service. Messages may be sent to the 'Bennett Family', c/o PO Box 10-987, The Terrace, Wellington 6143. A service to celebrate Bill's life will be held at St Barnabas Anglican Church, Box Hill, Khandallah on Wednesday, 3rd August 2011 at 1.00pm followed by interment at Makara Cemetery.

Finally at peace.