

# Grand Haven Tribune Obituary Policy

Effective March 1, 2006

**Death Notice** - This is a free notice. It contains basic information about the decedent - Name, age, location of death (if different from their hometown) and the name of the funeral home handling the services. The notice will run one time and can be placed by the family or the funeral home. An example appears below.

John S. Smith

John S. Smith, 85, died at his home in Anytown on Dec. 1, 2005. Arrangements are being handled by the ABCD Funeral Homes in Anytown, OH.

**Paid Obituaries** - If the family prefers to publish more information than a death notice, the other option is a paid obituary. A paid obituary is written by either the funeral home or the family. It may also include a head and shoulders photograph of the deceased. The content of a paid obituary is entirely up to the family. It can be as long or as brief as desired.

The cost of a paid obituary varies because of the amount of information included. A rough estimate is approximately 26 typeset words equals one inch. Paid obituaries are billed at \$10.75 per column inch, per insertion, in the newspaper. The paid obituary, along with a death notice automatically appears in the obituary section of our Web site, too. If the funeral home places the obituary, they will receive the bill. If an individual places an obituary, billing will be sent to the individual.

It is the responsibility of the family to provide complete and accurate information for the obituary. Editing will not normally occur unless potentially libelous or slanderous information is included. Common abbreviations are accepted such as "a.m.", "MI" or "Mich". Abbreviated words can make obituaries difficult to read or cause confusion.

It is best to allow two business days for your obituary or death notice to be published. Frequently, your funeral director can advise or assist you with deadline and submission questions. Photographs can be returned as long as a return address is included. We do not hold photos longer than six months. Digital photographs may also be submitted if they are less than one megabyte in file size and in a .jpg or .tiff format.

Important information to include in an obituary might be:

- Deceased's full name (include nickname if any), current address and age
- Date and place of death,  Cause of death,  Complete service information including date, time and location
- Visitation information,  Names of survivors and their location
- A recap of the person's life, education, job history, hobbies, awards and miscellaneous information
- Memorials including the name and address to assist people in making contributions.

If you should have questions, please ask your funeral director for assistance or call the Tribune Editorial offices at 616-842-8790 during normal business hours. Or you may e-mail your questions to:

[bvargo@grandhaventribune.com](mailto:bvargo@grandhaventribune.com). FAX 616-842-9584