Life Tribute, or obituary, for a family member or close friend may be the most difficult thing to write. This guide is designed to help you through this process, whether placing it through your funeral provider or on your own. In a few easy steps, you can create a Life Story that reflects the legacy of your loved one and brings comfort to those who mourn. Help share the story of your loved one with the world.

Create a Life Story
— Share biographical information and personal stories
— Upload photos and graphics
— Provide service or memorial information

Tips for Writing Life Stories
While every Life Story is as individual as the person being memorialized, there are some basic guidelines to keep in mind:
• Be sure to include the full name as you would like it to appear. Remember middle names, maiden names and any suffixes such as Sr., Jr., M.D., etc.
• Gather basic facts such as age, date of birth, place of birth, date of death, residences, schools attended, military service history and names of survivors. These will form the ‘frame’ for your Life Story.

Once you’ve gathered your basic information, add details about the individual’s life to give readers a glimpse into their lasting legacy.
• What were his/her passions, hobbies, or favorite pastimes?
• Was he/she a member of specific organizations? Did he/she volunteer with any organizations?
• What did he/she do that touched people around them, or made them unique?
• What did he/she love?
• What will you remember most?
• Be sure to mention close relatives, both living and predeceased.
• Share service or memorial information - including organizations where donations may be made in their honor.
• Last of all – focus on the life lived. Be sure the Life Tribute reflects and celebrates the person everyone knew and loved.

Important reminders
• Accuracy is very important. Be sure names, schools, cities, etc. are spelled correctly and that dates are correct.
• If you are placing the Life Tribute yourself, make sure to include the name and telephone number of the funeral home that is handling the arrangements for further verification.
• Proofread the final version carefully. It is best to have someone else review it as well.
Honor your loved one by sharing their joys, triumphs, and contributions. Also, make sure to recognize the people who helped shape their lives. This narrative is the legacy of your loved one for future generations to come.

All Life Tributes include:

1. Print publication in your choice of newspapers:
   - Press Democrat
   - Sonoma Index-Tribune
   - Petaluma Argus-Courier

2. 30 days online at the corresponding websites:
   - PressDemocrat.com
   - SonomaNews.com
   - Petaluma360.com

   Along with the online presence is a virtual Guestbook where family and friends can share their condolences and memories of your loved ones.

3. A commemorative plaque of the Life Tribute that you can keep forever as a loving memory.

Life tributes shown above are smaller than actual size.
How to Place a Paid Life Tribute/Funeral/Death Notice

To place a paid Life Tribute/Funeral/Death Notice in the Press Democrat, Petaluma Argus Courier, and Sonoma Index Tribune, please e-mail the notice to LifeTributes@Pressdemocrat.com and include the following information:

1. Your contact name, mailing address and phone number;
2. Your email address;
3. **Name of the Funeral home/mortuary/cremation service for verification purposes**;
4. Date(s) the notice is to appear and in which newspapers;
5. Typed notice as you would like it to appear (word documents only, no PDFs);
6. A .jpg of the photo you would like to include (up to 2).

**Note: Incomplete submissions may delay processing.**

**Deadline**

Press Democrat: Noon the business day before publication (we are closed Saturdays, Sundays and most major holidays)

Sonoma Index-Tribune: 10:00 a.m. Monday for Tuesday's paper; 10:00 a.m. Thursday for Friday's paper

Petaluma Argus-Courier: 10:00 a.m. Tuesday

**Emblems**

Emblems are available to include within the Life Tribute for a nominal fee. Emblems will be placed after the last sentence of the Life Tribute. Only 1 emblem per Life Tribute.

Payment and Proofs

You will receive an email with a proof and the cost of the notice prior to publishing. To complete and approve the notice as well as to apply payment, please call us at (707) 526-8694. For security reasons, approvals and payments are not accepted via email. All major credit cards accepted.

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**Note: A line consists of roughly 25-30 characters including letters, spaces, and punctuation**

**Minimum price: $125, one day publication**

Contact Information

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