



YOUR GUIDE TO

*Life
Tributes*

OUR PUBLICATIONS

The Press Democrat

PETALUMA

ARGUS-COURIER

The Sonoma Index-Tribune

A 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 ones 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
 - Napa County Edition—Press Democrat
 - Sonoma Index-Tribune
 - Petaluma Argus-Courier
2. 30 days online at the corresponding websites:
 - PressDemocrat.com
 - Napa County Edition
Pressdemocrat.com/napa/
 - SonomaNews.com
 - Petaluma360.com

The online version of your loved one's Life Tribute will also have an area where family and friends can share their condolences and memories of their loved ones. Our technology partner, Legacy.com, will provide other ways to commemorate your loved one, such as sending flowers or making a donation in their honor.

Deadlines:

Press Democrat:

1:00 p.m. the business day before publication
(we are closed on Saturdays, Sundays, and most major holidays)

Napa County Edition—Press Democrat:

3:00 p.m. Monday for Sunday's paper

Sonoma Index-Tribune:

10:00 a.m. Tuesday for Friday's paper
10:00 a.m. Friday for Wednesday's paper

Petaluma Argus-Courier:

10:00 a.m. Tuesday for Friday's paper



Petaluma 360