6 Simple Steps for Writing a Eulogy

**Step 1**
Brainstorm Ideas
- Biographical info
- Stories from friends & family
- Funny stories about him/her
- A theme to organize ideas
- Read eulogy examples!

**Step 2**
Write the Introduction
- Acknowledge why everyone is gathered
- Introduce yourself & your relationship to deceased
- Thank guests for attending

**Step 3**
Write a Short Bio of His/Her Life
- Date & place of birth
- Significant family members, events & details
- Talk about his/her spouse, children & grandchildren

**Step 4**
Write About Special Memories & Stories
- Special memories/stories
- Life achievements, talents, hobbies & passions
- Unique & special qualities
- Use gentle humour

**Step 5**
Close With Words of Comfort & Goodbye
- Lessons he/she taught you & the impact they had on your life
- Finish by saying a final goodbye to your loved one

**Step 6**
Ask a Family Member to Proofread
- Are names & dates correct?
- How is the overall tone?
- Have I captured the essence or our loved one?