

News-Times Obituary format.

It is our policy to only accept obituaries from funeral home directors; otherwise, an official death certificate is required.

Submit obituary written in the following order to obits@thenewstimes.com:

Name/Announcement.

Full name of deceased, age of death, city lived in at death, date of death (Weekday, Month Day, Year), Place of Death in City.

If former resident of Carteret County, list city lived in at death, formerly of city in Carteret County. Free obituary's must have a Carteret County connection either by the deceased currently or formerly living within the county, or have listed relatives of Carteret County. If there is no connection, but family members would like to list, the fee is \$25 for basic and \$45 for additionally written life attributes.

Service.

A service is at time, weekday, month, date at location, in city with (who) officiating. Interment will follow at location, in city.

Life.

Deceased was born on date, to father and mother in city, (state if outside of N.C.).

Additional complimentary biographical information can include: marriage, education, designations, employment, place of residence, hobbies, charitable and religious affiliations and achievements.

Any additional attributes, humor or stories are offered at \$45 per obituary.

Family.

List survived by first:

He is survived by spouse, name of city; children (group sons together and daughters together) of city; grandchildren; great-grandchildren; parents; grandparents; siblings (in order of date of birth); others such as nephews nieces, cousins); friends and pets (if appropriate).

Predeceased follows:

The deceased is preceded in death by spouse; children (in order of date of birth); siblings (in order of date of birth); others, such as nephews/nieces, cousins, etc.

To run an obituary with grandchildren names or children spouses listed, the cost is \$25.

Visitation.

The family will accept visitors at time, weekday, month, day at (name of location) in (city).

Memorial/condolences.

Flowers are welcome, or in lieu of flowers, memorial may be made to Organization, street address, city, state zip. Online condolences may be made to www.website.com.

Arrangements.

Arrangements are by name of funeral home of city.

Additional endings that include special thank you notes, quotation, poems are included in the \$45 obituary charge.

Free obits are offered and include brief biographical information. Cost is \$25 to include pictures or extended family member names. Heavy biographical information will be charged at \$45 each. Billing will be sent to the funeral home following print date.

Deadline for full obits to print in the Wednesday edition will need to be sent by 5 p.m. Tuesdays. The deadline to print full obits in the Friday edition is each Thursday by 5 p.m. Death notices may be sent up to 9 a.m. (morning of print) on Wednesdays and Fridays. All deadlines for Sunday editions will need to be sent by noon Saturdays.