

^{Antelope}
Valley Press

OBITUARY/MEMORIAL

Planner.





... gone but not forgotten.

Our newspaper would like to lend our support at a time of loss. This planner was developed to provide ease of mind to families and Funeral Directors publishing a notice in the Antelope Valley Press.

How to schedule an Obituary/Memorial

1. Follow the Writing Guidelines on the facing page of this planner.
2. Determine the dates the notice will publish. The Valley Press offers a 25% discount when your ad publishes 2 to 3 consecutive days. Or you can schedule the notice for any number of days you prefer.
3. Notices must be received before 2 pm Monday through Friday.
4. Draft the correspondence with the Antelope Valley Press. There are several ways to send your notice. You may:
 - Visit our Lancaster office for personal help with your notice.
 - Fax to 661-949-3593
 - E-mail to classified@avpress.com
 - Fill out the form online at www.avpress.com.Faxed photos are not accepted. In all correspondence, please make sure to include your contact information (name, phone number and address). All notices appear online for 1 year and include photo.
5. Once you have submitted the notice, an Obituary Coordinator will contact you with cost information. All notices are charged on a per line per day basis.
6. After the notice has published you will receive 1 complimentary tearsheet. Please contact your Obituary Coordinator for information on ordering additional copies.

See the back page for rates and custom symbols.

Writing Guidelines

Make sure to present the notice in clear, readable language with no abbreviations. Divide it into paragraphs based on the numbered guidelines below:

1. The first line is the name of the deceased followed by dates of birth and death.
 2. The text of the notice should include a short biography including milestones (school, marriage, children, career, military service), successes, special interests/hobbies, and membership in organizations.
 3. The list of survivors usually contains the names of the parents, spouse, children, grandchildren and/or siblings and may include their cities of residence. You may also want to include family members who passed away prior to the deceased.
 4. Close with the time, day, date and location of all services — visitation, rosary, and funeral or graveside service. Make sure to include the name of the mortuary.
 5. If the family wishes donations to a charity, this is usually stated at the end of the notice.
 6. Make sure to spellcheck the notice and verify spelling of all family names.
 7. If you desire a photo, please e-mail it in JPEG or PDF format. You may also ask your Obituary Coordinator to scan your photo at no additional cost to you.
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Contact Information

Phone: 661-940-1000 | E-mail: classified@avpress.com

Antelope Valley Press

44939 10th Street West, Lancaster, CA 93534

Office Hours: Monday-Friday 8 am-5:30 pm

661-273-2700 • Fax: 661-949-3593 • www.avpress.com

OBITUARY/MEMORIAL INFORMATION

Symbols:

Symbols are available at the top or bottom of any obituary or memorial and are a simple but dramatic way to highlight an important aspect of the deceased's life.



Star of David



Sign of the Fish



Dove 1



Dove 2



Praying Hands



Flag



Rainbow



Cross 1



Cross 2



Cross 3



Angel 1



Angel 2



Bahá'í



Eagle



Rose



Lily



Butterfly



Police



Sheriff



Fire



Army



Air Force



Navy



Marines



Coast Guard



Masons



Toastmasters



Knights of Columbus



Elks



Lions

*Symbols increase the size and final cost of the notice based on the number of lines shown. Custom symbols are also available.

Free Photo included: 1 column x 2.5" in size

Rates:

Per line per day\$5.41

Per line per 2 days.....\$4.33

Online for 12 months\$10.30

Custom Symbols.....*\$15.50

Published in SAU column width

Line Length:

Approximately 23 characters per line including spaces and punctuation.

Deadline for publication:

Monday-Friday, 2 pm for the following day

SMITH, John E.



Born June 10, 1930 in Minneapolis, Minn. Passed away on December 31, 2010, in Lancaster CA. John is survived by his wife Shelly Smith, his two children Ryan and Steven Smith, 5 grandchildren and 1 great-grandchild. John retired from Edwards AFB after 30 years of service. He will greatly be missed by all who love him. Services will be held Thursday January 6, 2011 at 11 am at the Cultural Center at 38350 Sierra Hwy, Palmdale, Calif. Arrangements entrusted to **Mortuary Name, City, State**

Sample notice shown at 60%