**Introduction**

* Introduce yourself and your relationship to the decedent
* Introduce the decedent:
  + Birth date
  + Birth place
  + Parents
  + Siblings
  + Date of death
* Consider opening with a Bible verse or special quote that illustrates who your loved one was

**Childhood, school, adventures, family**

* Describe their childhood
* Graduation
* Moving from home
* Interests, adventures, life events
* Falling in love, marriage
* Starting a family

**Occupation, achievements, relationships**

* Describe what they did for a living
* Noteworthy achievements
* Hobbies, beliefs, special relationships
* How did they help others?
* What were they most proud of?

**Your memories, other stories**

* Share your memories of them - write them out in chronological order
* Retell the famous (or infamous!) stories
* Share small details that no one ever knew before
* Consider asking other family members or friends for stories you can include

**Say thanks**

* Thank those in their community who have helped in their final moments and/or with the funeral arrangements
* This might be caretakers, funeral directors, pastors/priests, employers, coworkers, friends, family, others

**Say goodbye**

* Close by saying goodbye to your loved one
* Consider including a favorite or meaningful quote, poem, or verse