
OBITUARY NEWS LISTINGS

The Times-Dispatch news staff reports the deaths of Virginians and former Virginians in the Remembering pages of the “B” section of the paper. Information in this listing includes the deceased person’s full name, age, city/town of residence, occupation and the full name of the deceased’s spouse, whether living or dead. These listings appear once. There is no charge for them.

There are three types of death listings: “Metro,” for people who lived in the Richmond area; “Virginia,” for those who resided in the state but outside the Richmond area; and “Elsewhere,” for former Virginians who moved out of the state or out of the country. An “Elsewhere” listing must include the city/town where the former Virginian lived.

The funeral director assisting a family usually provides the newspaper with information for a death listing. Relatives also may report the information if they provide the name and telephone number of a funeral home, cremation or anatomical society, church or hospital that can confirm the death. The news department must receive and be able to verify the particulars by 7 p.m. for next-day publication.

To call in a death listing, phone the news obituary department at (804) 649-6115. Death listings may be faxed to (804) 649-6888. A fax form is available upon request. Listings may also be e-mailed to newsobits@timesdispatch.com.

See samples of listings below. Note that The Times-Dispatch prefers to include the maiden names of women whenever they are mentioned in the listings.

Examples of News Death Listings:

METRO

Doe, Mr. John Edward Sr., 81, of Richmond, a retired XYZ Inc. employee, husband of Jane Jones Doe.

VIRGINIA

CHARLOTTESVILLE — **Doe, Mr. John Edward Sr., 81, of Richmond, a retired XYZ Inc. employee, husband of Jane Jones Doe.**

ELSEWHERE

Doe, Mr. John Edward Sr., 81, of Rochester, N.Y., formerly of Richmond, a retired XYZ Inc. employee, husband of Jane Jones Doe.

OBITUARY NEWS STORIES

Sometimes The Times-Dispatch runs obituary news stories on men and women who, through their work, volunteer activities, or accomplishments, have touched the lives of many people. The news staff decides to write such stories based on a preponderance of information given by family, friends, colleagues, the funeral home, and other sources. Reporters write these headlined stories to conform to Times-Dispatch style.

Because obituary stories are news stories, information must be submitted to the newspaper in a timely way, within one or two days of the death or in time for a story to appear in the paper no later than the day of the funeral, burial or memorial service.

To write an obituary news story, a reporter must speak with a family member, a family’s designated representative or other sources to collect information that will paint a vivid, personal portrait of the deceased. It is helpful when a family can provide the reporter with names and telephone numbers of colleagues or friends of the deceased who are knowledgeable enough to comment on the deceased’s contributions.

The Times-Dispatch is happy to receive biographical, funeral, and family contact information from funeral directors by fax at (804) 649-6888 or by e-mail at newsobits@timesdispatch.com. All information must be confirmed with a family member or family representative, however.

Unless the newspaper has a recent photo of the deceased on file, the reporter will ask for a good photo taken within the last 15-20 years to accompany the story. It is very helpful if the funeral home can e-mail a photo of the deceased to the newspaper at the same e-mail address, as some families do not have the technology to get a photo to the paper quickly. For best photo reproduction, please follow the guidelines in the “Photos and Emblems” section of this brochure.

Example of a Headline Obituary:

J.R. Doe, shop owner, dies at 75

Jeffrey R. Doe, founder and retired owner of A Hole in One doughnut shop, died of cancer Wednesday in a local hospital. He was 79 and lived in Richmond.

The Richmond native opened the doughnut shop in 1953...

Richmond Times-Dispatch

300 E. Franklin Street
Richmond VA 23219

For more information,
please contact us at the
following telephone numbers
and E-mail addresses:

ADVERTISING DEPARTMENT

Monday – Friday 8:00 a.m. – 6:00 p.m.

Saturday 10:00 a.m. – 6:00 p.m.

Sunday 1:00 p.m.– 6:00 p.m.

(804) 643-4414

FAX (804) 775-8046

E-mail: paidnotices@timesdispatch.com

The Times-Dispatch is
affiliated with Legacy.com,
nationwide resource for
obituaries and guest books.

NEWS DEPARTMENT

(804) 649-6115

FAX (804) 649-6888

E-mail: newsobits@timesdispatch.com

Richmond Times-Dispatch
inRich.com



remembering

your loved ones and paying tribute to their lives

Unpaid Notices, Paid Notices, In Memoriam

Richmond Times-Dispatch
inRich.com

Effective September 29, 2008

INTRODUCTION

The Times-Dispatch is here to help you recognize the life of your loved one in its Remembering pages. Both paid and unpaid notices are available and are explained in full in this brochure.

Paid notices

We offer Paid Notices and In Memoriam so that you can pay tribute to your family member's life and the special, unique person your family member was and always will be. The classified advertising department arranges these notices. Photos, military, and other special emblems can be included if you wish.

Your funeral director normally places remembering notices as a service; please request a price before publication.

Unpaid notices

These listings should be submitted to The Times-Dispatch News Department. They are limited to name, age, locality, profession and spouse. All notices will be confirmed. If you are not called for confirmation, please contact us.

HOW DO I PUBLISH A LOVED ONE'S OBITUARY IN THE NEWSPAPER?

Family members may place a paid notice in The Times-Dispatch and also receive an obituary listing without charge. The unpaid notices will appear in the Remembering pages of the newspaper directly under the Remembering heading. They contain brief information: name, age, spouse and past employment. If the individual was widely renowned, a headline obituary is sometimes published. The following information explains each of these terms and how you should proceed.

NOTES

PAID NOTICES

Families frequently wish to provide information about their loved one, surviving family members, funeral arrangements and other information not included in our free listing. A paid death notice (obituary) is available for this purpose. The classified department has obituary specialists to process paid notices.

A funeral director assisting your family usually provides placement of paid obituaries. The charge for these notices is \$7.00 per line per day published. A one-day notice of 24 lines would cost \$175.80 (this includes seven days on inRich.com and a bold heading in the first line) each day that it is published.

Our representatives will help with wording for paid notices which normally list your family member's biographical information, including his or her job title and employer, survivors' names, and the date, time, place, and nature of memorial services.

For your convenience, we offer many payment options: You can charge using MasterCard, Visa, American Express or Discover. We also accept debit cards or check by phone.

New notices, cancellations and corrections for publication in the next day's newspaper are accepted Monday through Friday 8:00 a.m. – 6:00 p.m.; Saturday 10:00 a.m. – 6:00 p.m. and Sunday 1:00 p.m. – 6:00 p.m. Deadlines may vary for holidays and inclement weather.

Example of a Paid Death Notice

DOE, John Eugene, age 99, of 0000 Main Street, Richmond, died January 1, 0000 in a local hospital. He is survived by his wife, Mrs. Jane Doe; two children, John E. Doe Jr. of Petersburg, Va., and Mrs. Anne D. Jones of Richmond; brother, Charles B. Doe of Sandston, Va.; and sister, Mrs. Mary D. Smith of Midlothian, Va.; and four grandchildren. His remains rest at the Home Town Funeral Home, 0000 Broad Street, Richmond, where the family will receive friends from 7 to 8:30 p.m. Wednesday, January 2, and where funeral services will be conducted Thursday, January 3 at 10 a.m. The family suggests that memorial contributions be made to a charity of your choice.

LEGACY.COM

The Times-Dispatch is affiliated with Legacy.com, a nationwide resource for obituaries and online guest books. As a service to you, the Richmond Times-Dispatch posts all of our paid notices on inRich.com. Each notice contains a link to our very popular online guest book, which allows family and friends from around the world to post condolences, photos, videos and more. Other services provided are directions to funeral homes and links to florists and charities. Our online notices receive over one million page views each month.

PHOTOS AND EMBLEMS

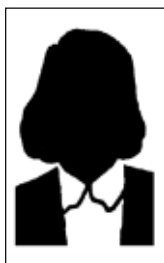
A photo of your family member and American flag, lodge and military emblems can be included in paid obituaries **at no additional charge**.

To ensure the best possible reproduction, a bright, clear, black and white head and shoulders photo should be used. To avoid disappointment, dark, group, and Polaroid photos should be avoided. The quality of reproduction will greatly depend on the quality of the photo provided. Please write the name of your departed family member on the back of the photo before delivering it to the Richmond Times-Dispatch.

The deadline for a photo in the next day's paper is 4:00 p.m. Monday through Saturday and 5:30 p.m. Sunday for Monday's paper. Emblems can be included until normal obituary deadlines.

Example of a Paid Death Notice with a photo:

DOE, Jane Eunice, age 35, of 0000 Main Street, Richmond, died January 1, 0000 in a local hospital. She is survived by her husband, Mr. John Doe. Her remains rest at the Home Town Funeral Home, 0000 Broad Street, Richmond,



where the family will receive friends from 7 to 8:30 p.m. Wednesday, January 2 and where funeral services will be conducted...

Paid Death Notice with an American flag:

DOE, Jane Eunice, age 35, of 0000 Main Street, Richmond, died January 1, 0000 in a local hospital. She is survived by her husband, Mr. John Doe. Her remains rest at the Home

Town...

Other emblems available:



IN MEMORIAM

Beginning with notices appearing in the June 5, 2007 edition of the Times-Dispatch, we are offering a **free In Memoriam** (maximum 20 lines) on the first anniversary date of an individual's death.

Other In Memoriam notices may be placed in the Remembering pages of the newspaper under an In Memoriam heading for special occasions, such as your family member's birthday, wedding anniversary or anniversary of death. Special holiday In Memoriam pages are published on the following days: Easter, Mother's Day, Memorial Day, Father's Day, and Christmas. The cost is \$6.57 per line.


To help you choose a verse for your In Memoriam, we have a special booklet containing more than 100 verses available **free of charge**. To receive your booklet, please contact the classified advertising department of the Richmond Times-Dispatch at (804) 643-4414.

At your request, photos of your family member or a special emblem can be included in your In Memoriam notice.

Examples of Special Emblems:



Example of an In Memoriam:


DOE - In loving memory of my husband and our father, John E. Doe, who passed January 1, ...

PAID NOTICES RATE CHART

Lines (\$7.00 / line)	1 time	2 times
3	\$21.00	\$42.00
4	28.00	56.00
5	35.00	70.00
6	42.00	84.00
7	49.00	98.00
8	56.00	112.00
9	63.00	126.00
10	70.00	140.00
11	77.00	154.00
12	84.00	168.00
13	91.00	182.00
14	98.00	196.00
15	105.00	210.00
16	112.00	224.00
17	119.00	238.00
18	126.00	252.00
19	133.00	266.00
20	140.00	280.00
21	147.00	294.00
22	154.00	308.00
23	161.00	322.00
24	168.00	336.00
25	175.00	350.00
26	182.00	364.00
27	189.00	378.00
28	196.00	392.00
29	203.00	406.00
30	210.00	420.00

Notices are billed by the line. Bold lettering is billed at 60¢ per word. The estimated number of characters/spaces per line is 25 – 30.

Discounts are available for four or more consecutive insertions.