

Trustworthy.

Checklist: What to Include in a Eulogy



Introduction

- Introduce yourself and your relationship to the deceased.
 - Offer condolences if appropriate, especially if you're not a family member.
 - Thank the audience for attending.
 - Acknowledge any individuals who contributed to planning the service.
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Set the Tone

- Decide on an appropriate tone for the audience – solemn, lighthearted, or mixed. Consider the preferences of the family or the personality of the deceased when choosing the tone.
 - If fitting, start with a quote, poem, or a favorite saying of the deceased to set the mood.
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Overview of Life

- Share important life details, including birth date, birthplace, and major milestones.
- Talk about their achievements in personal, professional, or community life.
- Discuss their contributions to others or significant projects.
- Include themes from their life or legacy, focusing on what was most significant to them and their loved ones.
- Talk about what they were passionate about (e.g., hobbies, causes, beliefs).

Highlight Character Traits

- Identify two or three core qualities (e.g., kindness, humor, generosity).
 - Tell a personal story or anecdote that reflects those traits.
 - Share insights or wisdom they imparted on others.
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Personal Stories

- Share one or two fond memories that illustrate the person's character, keeping in mind to avoid embarrassing stories.
 - Try to tell stories that not everyone may know to offer a fresh perspective on the deceased.
 - Keep stories brief and meaningful to maintain audience engagement.
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Consider Humor (Optional)

- Use lighthearted humor if appropriate, but make sure it's respectful.
 - Avoid making jokes or remarks that could be misunderstood.
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Acknowledge Family and Relationships

- Mention close family members, friends, and other key relationships.
 - Highlight special roles the deceased had in these people's lives.
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Discuss Legacy and Impact

- Talk about what the deceased will be remembered for.
 - Reflect on how their life and actions affected or influenced others, or their community.
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Closing Words

- Offer words of comfort and hope to the audience.
- Consider closing with a meaningful quote, Scripture, or a final thought of gratitude that ties everything together.
- Keep quotes or passages brief to maintain the personal connection.

Related Reading

[How to Start a Eulogy: 15 Heartfelt Examples](#) →

[9 Things You Should Not Include in a Eulogy](#) →

[12 Steps for Writing a Eulogy for Mom](#) →

[12 Steps for Writing a Eulogy for Dad](#) →