



Open | 12:00 pm - 6:00 pm
Monday thru Saturday

Closed Sunday's

I AM MY SISTER (WOMEN HELPING WOMEN) LLC

FUNERAL

Programs & Obituaries

When a loved one is lost, we want to do everything we can to plan a funeral service that not only celebrates the life they lived, but also helps others to remember the warmth and happiness they brought into the world. If you are looking to buy funeral programs, we have a variety of options to choose from. We can create a funeral program template to showcase your loved one's life with the love and care you have for them.

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Funeral Programs and Obituary Program

Funeral programs or **obituary programs** are booklets or bulletins that are given out at funerals and memorial services. These programs contain information about the services and give details about the deceased.

When selecting a layout for your program, always consider how much information that you will want to include in your program. Information commonly included in a funeral program are the order of service, obituary, tribute, poems, scripture readings, funeral songs, clipart and photos. If you have a lot of information, consider a layout that will allow you to add additional pages.

If you hire us to complete your program you will need to provide the information and photos that you want in the program. We will handle design, layout, and typing (printing is an additional charge). We will provide a "draft" of your program for you to approve before it goes to print.

If you are getting a standard (8 1/2"x11") single fold funeral program with one or two photos and basic information such as an order of service, obituary, pall bearer information and acknowledgement, Etc., the price is \$150 for 100 programs, this does not include printing fees and shipping charge. This is a very rough estimate, and your prices will be determined by the options you choose for your program.

Extra Services

Here is a list of options that can add additional costs to your funeral program order.

Larger Paper Sizes

Larger paper sizes such as tabloid or legal size will add to the overall costs of your programs. An 8-page tabloid booklet with a few photos will cost \$200. Printing and shipping are an extra charge

Specialty Paper, Cardstock or Textured Paper

Special papers can add to the price of your programs. You can choose from thicker paper or paper with a gloss or matte finish, as well as heavier cardstock, paper with special textures or colors.

Different layout styles

Choosing a trifold or non-standard funeral format is \$200 for 100 programs.

Custom Cover Design

Usually we will have pre-designed templates for you to choose from. If you are requesting specific designs, colors, artwork, these requests are **not an extra charge**.

Additional Pages

If you need more pages in your funeral program layout, this will add additional charges. Extra pages are often used for additional photos. (\$10 each additional Page)

Additional Photos/ Funeral Photo Collages

Additional photos will add to the cost of your funeral programs. Some charges associated with additional photos include scanning fees (if photos are not in electronic format) and photo editing fees, if the photos need to be "cleaned up". Special handling of photos such as scanning, cleanup, cropping is \$2 per picture. The photos will be arranged in a funeral program collage.

Paper thickness

A paper's thickness is called its weight (stated in pounds). The higher the weight, the thicker and more durable it is. Higher weight paper also allows less light to pass through (less "show through"). Here is a breakdown of some common paper weights:

- a. **20 pounds** -- This is the weight of a standard sheet of copy/print paper. This weight is good for everyday printing
- b. **22 - 24 pounds**-- This weight is thicker and better for double-sided copies, and has less "show through"
- c. **28 - 32 pounds**-- This is the heavier paper and will give the most professional look. It has virtually no "show through".
- d. **40 - 100 pounds** -- This is "card stock" thickness.

When choosing a paper thickness for funeral programs, you should select the highest weight that your budget will allow. Many people keep funeral programs as keepsakes and save them for many years. You will want your program to be printed on paper that will be sturdy. Also, thicker paper will help minimize ink bleeding through the paper, and for double-sided printing, there will be less show through on the other side. A 28-pound paper is a good compromise...it's heavy enough to give a professional finish with virtually no show through.

Brightness

Brightness is typically associated with white paper. The brightness of the paper refers to the contrast of the ink or toner against the whiteness of the paper. Brightness ranges from 80 to 100, with 100 being the highest.

Finish

Paper finish are typically matte, and gloss. Glossy paper gives a nice sharp finish and makes photos stand out.

Program styles

Bifold Funeral Program Layout (Most commonly used)

Also Called Single Fold

- Bifold layout uses 8 1/2" x 11" (standard) paper which folds in half, to give you 4 panels of information. Finished size of 5.5"x 8.5"
- The bifold is the most commonly used layout.
- Additional pages can be added to your program to give more room for poems, funeral song lyrics, funeral program pictures, clipart and photos, and any other information you would like to include. **(\$150 + printing and shipping + extra page fee)**

*****Note - If the completed program/obituary is sent to your personal print shop (Staples, OfficeMax, etc.), there is no printing or shipping charge.**

4-Page Graduated Fold Funeral Program

Also Called 4-page Step fold Programs

- This layout uses 2 sheets of 8 1/2" x 11" paper, printed on both sides, which fold to give 8 booklet pages of information, and folds to reveal 3 elegant colored panels.
- Plenty of room for additional photos and information, however, additional pages **cannot** be added
- The elegant fold design element gives a contemporary and polished look to your funeral programs. **(\$200 + printing and shipping)**

*****Note - If the completed program/obituary is sent to your personal print shop (Staples, OfficeMax, etc.), there is no printing or shipping charge.**

Large Tabloid Funeral Booklet Layout

- Large Tabloid layout uses 2 sheets (printed front and back) 11" x 17" sized paper which folds in half, to giving an 8-page large booklet. Finished folded size is 8.5"x11"
- This layout is our largest, with lots of room for all kinds of information
- This layout can have additional pages

(\$200 + printing and shipping fee)

*****Note - If the completed program/obituary is sent to your personal print shop (Staples, OfficeMax, etc.), there is no printing or shipping charge.**

Program Template

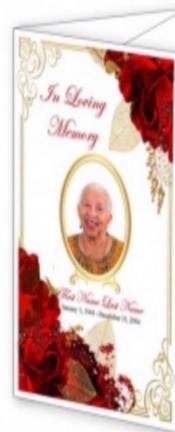
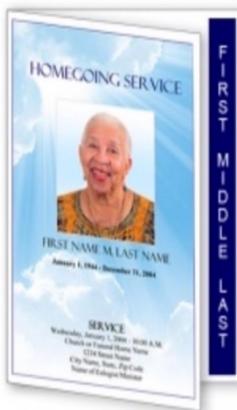


Program Template - Graduated Fold

Program Template - 4 Page Graduated Fold



Trifold Funeral Program Template



***Ask us about Prayer Cards and Memorial Cards**

Locating a Copy Shop

Depending on where you live, you may have several options for printing funeral bulletins. Even if there are no retail ship & print or office supply centers in your area, you should still be able to use a commercial print shop that serves local businesses. **Here are four common retail locations where printing can be done.**

- FedEx/Kinkos ship & print centers normally have self-service machines that customers can use to run copies (see more about that below). They can also print your custom funeral programs to your specifications. Most FedEx/Kinkos locations allow uploading of document originals through their website, then completing your print specifications and submitting the order for pick-up at your designated store.
- Staples copy & print centers include self-service copiers and printers within their office supply stores. You can copy from USB, the cloud or printed documents. Staples also has full-service copy shops that can complete your funeral and memorial program print jobs for you, and their website allows easy ordering of print services.
- Some UPS shipping centers also offer this type of full-service printing. UPSStore.com gives instructions for uploading your documents to be printed and then selecting the UPS print shop location nearest you to complete the job.

Another funeral program printing option available in many areas is through Office Depot/Office Max. These two office supply chains have merged, but they've retained their printing capabilities. As with the other two options, you can set up an online account, upload your funeral programs and specify how you want them printed for pick-up.

Self-Service Printing Option

Most FedEx/Kinko's and Staples locations offer the option of copying your funeral programs on self-service printer/copiers. The self-service copiers usually include a USB port to upload original documents directly to the copier from a flash drive.

There's also a special email address available on their websites where you can send an attached document to be retrieved at the printer/copier. One more option for getting your originals to the copy shop for self-service printing is to access them from the printer via the cloud.

Whether you bring in printed originals to copy or upload them from a flash drive, email attachment or the cloud, you'll need to then specify number of copies, size of paper and printing services like collating and stapling.

Printing Specifications

One last choice to make is whether to have the print shop fold the funeral bulletins once they're printed. It's less expensive to fold them yourself, but you may want the crisp look of machine folding.

Price Comparison

You'll need to know what local copy shops charge for printing services so that you can build that cost into your funeral program pricing. You can usually expect to pay more for having your funeral programs printed by copy shop staff than if you print them yourself on-site (but watch for coupons or member discounts.)

Information needed for an Obituary

Basic Information

- Full Name, Maiden Name or Nickname -- If a nickname was commonly used, place in quotes. If listing a maiden name, place in parenthesis
- Birth Date and Death Date
- Birth Place and Place of Death
- Cause of Death -- This is optional. Stating the cause of death may keep you from explaining the circumstances over and over again.
- Work history, military service information, special hobbies and clubs. (This information is optional)
- Family Information -- This can get very detailed. List spouse, life partner, parents, siblings, children and grandchildren. Decide whether you will also list deceased relatives. Check name spellings if you are unsure. You may not use all of this information, but you should try to get it. Have friends or family members help you obtain all of this information.

Funeral and Memorial Information

- Date and Time of Viewing
- Date and Time of Funeral and Memorial Service (If services are private, let the public know)
- Where Flowers can be sent
- Preferred Charities for Donations
- Where Donations can be sent

Biographical Sketch Information

- High Schools and Colleges Attended
- Clubs and Organizational affiliations
- Military Service Information (for a Veteran Obituary)
- Church Membership and Religious Organizations
- Hobbies, Interests
- Special Awards and Achievements

Misc. Information

- Photos - Some families choose a recent picture while others use a picture from an earlier time in the deceased life when he or she was younger, perhaps from high school, marriage, or the military.
- Favorite Quotes, Sayings or memorial poems

Writing the Obituary

Now that you have all of your information, you are ready to write your obituary. Remember that this will be the one of the final ways that you honor and remember your loved one, so take your time and make sure you write everything that you want to say. If you have a word count to consider, you can always write a shorter version. Your obituary will probably be one or a few of the following:

Short and Concise - (Newspapers and Death Announcements)

Longer and Traditional - (Used in some newspapers)

Longer and Non-Traditional - (Used for other printed memorial materials, and may also be read aloud)

Here is a general guide that you can follow to write your obituary. This guide is listed "per paragraph". You can pick and choose which kinds of paragraphs you will need.

Paragraph: List Full Name, Age, Date and Place of Death

Paragraph: - List Family Members. This can just be spouse, parents or immediate family

Paragraph: - Give a brief biographical history, including birth place and where he or she grew up. You can tell the schools that were attended.

Paragraph: -- Can list more details about jobs, special awards, accomplishments.

Paragraph: - (For Longer Obituary) Give Information about church and religious affiliations and clubs and organizations that the deceased was a part of. You can also elaborate on hobbies and interests.

Paragraph: (For Longer Obituary) – More detailed information about family. This paragraph can contain extended family members.

Paragraph: (For Longer Obituary)- Can give information about his personality, quirks, funny stories, etc.

Paragraph: (For Obituary Published in Newspaper)- give accurate information regarding visitation times, funeral services, memorials, mass services etc.

Paragraph: (For both long Obituary and Newspaper) Tell of any charities and donations that can be given on behalf of the deceased

You might also want to mention any people or groups that you wish to thank publicly for care given to the deceased. You could also include special poems or prayers.

For additional information please don't hesitate to contact me at 917-446-4677, and leave a message. Thank you!

God Bless You!

Minister Kim L. Johnson
Founder of I Am My Sister (Women helping Women)

Website | www.iammysisterwomenhelpingwomen.org