

A death notice is a paid announcement to the readers of our newspaper, The Lotus and FICA community via email that gives the name of the person who died, a portrait Photo and details of the funeral or memorial services. Death notices may be submitted to us by the family of the person who died or by someone acting on the family's behalf, such as a funeral director or a friend.

## Place Obituary in The Lotus

The Lotus publishes information about deaths in two forms: death notices for which a fee is charged (**email blast included if funeral services are three days after**) and obituaries prepared by Lotus staff.

Death notices, which are paid advertisements, can be placed by sending e-mail to **lotus@ficacleveland.org with "Death Notice"** in the title bar.

News obituaries, which are biographical sketches of the deceased, are prepared by Lotus staff and published at the discretion of the editors. To suggest a news obituary, email **lotus@ficacleveland.org with "Obituary"** in subject line.

Include as much biographical information as you have available and feel comfortable sharing (the more information you include, the easier it is for acquaintances to identify the deceased as someone they knew). Some items you may wish to include:

- *Full name of the deceased (including maiden name, nickname, or any other name by which your loved one might be identified).*
- *Dates and locations of birth, marriage, and death.*
- *Cause of death.*
- *Predeceased and surviving loved ones' names.*
- *Schools attended.*
- *Military service.*
- *Place of employment and position held.*
- *Membership in organizations (for example, clubs, civic, fraternal, church, temple).*
- *Hobbies or special interests.*

3. Consider listing one or more charities to which you'd like donations made. If you do, be sure to include the address or url for the charity to make it easier for people to make donations.

4. If services are public, include full funeral service information: location, day, and time of visitation, memorial or funeral service, and cremation/burial. If services are private, indicate so (for example, "Cremation/Burial will be private" or "Private services will be held").

5. If the family prefers monetary contributions rather than flowers, include a phrase such as: "In lieu of flowers, please consider the needs of the family" or "contributions suggested to the family," or "the family is requesting financial assistance for the services."

6. Plan to publish the obituary by email at least 1-2 days prior to services so that friends and family can make arrangements to attend. For Obituaries appearing in a print/pdf form of Lotus, the irrelevant date/time information **will not** be included.

## Costs

**By Checks only; \$35 per email and placement in The Lotus.**

**Payable to FICA/Lotus**

**Mailing Address:**

FICA of NEO

**PO Box# 39474**

**Solon**

**Ohio**

**44139**

## Agreement

Contact name:

Address:

City:

State:

Zip Code:

Phone:

Your Email:

Payment amount: \$ 35 (email blast if received three days prior to public funeral)

Check/money order number:

My signature indicates that I understand and agree to the instructions and regulations set forth for placing Death notice/Obituary in The Lotus and release FICA of Neo, Lotus editorial board, other organizers and sponsors from any and all liability claims arising out of or related to my request..

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**[www.ficacleveland.org](http://www.ficacleveland.org)**

**FICA of NEO  
PO Box# 39474, Solon, Ohio, 44139**