

✓ Preparation: Gathering Thoughts and Memories

Before writing, take time to reflect on the person's life, character, and impact. Ask yourself:

- ✓ What were their defining qualities? (Kindness, humor, wisdom, generosity, resilience)
- ✓ What moments or stories best capture their essence?
- ✓ How did they impact their family, friends, and community?
- ✓ What were their passions, achievements, and values?
- ✓ What lessons did they teach you or others?

Tip: Speak with close family members and friends to gather additional insights and stories.

✓ Eulogy Structure: Organizing Your Speech

✓ Introduction

- Start with a heartfelt opening.
- Use a meaningful quote, poem, or memory.
- Acknowledge everyone attending and their shared loss.

✓ Life Story and Legacy

- Highlight key moments from childhood to adulthood.
- Mention their career, hobbies, and personal accomplishments.
- Share how they influenced those around them.

✓ Personal Memories and Anecdotes

- Include one or two personal stories that reflect their character.
- If appropriate, add light humor to bring warmth to your speech.

✓ Impact and Meaning

- Discuss the legacy they leave behind.
- Reflect on the lessons they taught.

✓ Closing

- Express gratitude for their presence in your life.
- Offer a final farewell, using a hopeful or comforting message.

Tip: Keep it **3 to 5 minutes long** (500-700 words) to maintain emotional impact without overwhelming the audience.

✓ **Writing Tips: Crafting a Meaningful Eulogy**

- ✓ Write in a **conversational tone**, as if speaking to a friend.
 - ✓ **Balance emotions**—combine warmth, humor, and sincerity.
 - ✓ Avoid clichés; focus on personal, heartfelt moments.
 - ✓ If including humor, make sure it's **light and respectful**.
 - ✓ Edit for clarity and ensure it flows smoothly.
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✓ **Delivery Tips: Speaking with Confidence and Grace**

- ✓ **Practice aloud** to get comfortable with pacing and emotion.
- ✓ Bring a **printed copy** for reference.
- ✓ Speak **slowly and clearly**—don't rush.
- ✓ Take deep breaths if you feel overwhelmed.
- ✓ It's okay to **show emotion**—pausing is natural.
- ✓ Have a glass of water and tissues nearby.
- ✓ Make eye contact with the audience to create a connection.