

# Tips for delivering a Eulogy

- Delivering this eulogy might bring on some unexpected emotions, that is ok.
- Speak slowly, quite loudly, use high and low pitches, don't be afraid to pause and most importantly, breathe.
- Remember, it is ok if you find yourself unable to continue, that is an emotion tribute in itself .
- Remember, it is ok to be nervous as it is important to you to do a good job.
- Also remember, to relax and take your time.

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# Simple Steps for Writing a **Eulogy**



*Leanne O'DEA*  
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## Step One ~ Brainstorm

- Stories from friends and family
- Funny stories about him/her
- A theme, to organise ideas
- Read other eulogies to give yourself examples on what to write
- Think about how the deceased would like to be remembered

## Step Two ~ Write the Introduction

- Acknowledge why everyone has gathered today
- Introduce yourself and your relationship with the deceased
- Thank family, friends and guests for attending

## Step Three ~ Write a Short Bio on Their Life

- Place and date of birth
- Important family members, events and details
- Talk about their spouse/partner, any children and/or grandchildren

## Step Four ~ Write about Special Memories and Stories

- Memories and stories that are special
- Life achievements, talents, passions and hobbies
- Unique qualities
- Use gentle humour

## Step Five ~ Close With Words of Comfort and Goodbye

- Lessons they taught you and the impact they had on your life and the lives of others
- Finish by saying a final goodbye. This could be a special poem, a phrase, a quote or a very personal goodbye spoken from the heart

## Step Six ~ Ask for Someone to Proofread

- Are names and dates correct?
- How is the overall tone?
- Have I captured the essence of the person we are honouring?