

GUIDELINES FOR SUBMITTING AN OBITUARY

In order to submit an obituary for publication in the Kansas City Star, the following information must be emailed to us at obits@kcstar.com

1. The name, address (including zip code) and phone number of the person responsible for payment.
2. The name and phone number of the funeral home or mortuary that is handling arrangements. If the deceased was cremated, we need the name and phone number of the crematory. If the deceased donated their body to science, we need the name and phone number of the hospital, medical school or facility where they donated their body. When we receive an obituary from an individual, we have to call to verify the person's death. We cannot call a church or cemetery, we have to call the funeral home.
3. The name and phone number of the next-of-kin or the person who handled the arrangements with the funeral home if it is not the person submitting the obituary.
4. If you want to include a photo, it must be emailed as an attachment and the photo must be in the .jpg format.
5. The heading of the deceased's name counts as a line and the name in the heading **must** be in all caps.

The first eight lines of the obituary are free. There are approximately 25-28 characters per line. We begin to charge at line nine.

Lines 9-11 is \$114, lines 12-15 is \$170, lines 16-20 is \$209, lines 21-25 is \$248, lines 26-30 is \$287, etc. Every five lines you would add \$39 to the cost.

The cost of a photo is \$100 for small or \$125 for large in addition to the cost of the obituary. So if you have 30 line obituary, the total cost for the obituary and photo would be \$387 or \$412.

The deadline for photos to be submitted is 2 p.m. and the deadline for text to be submitted is 3 p.m. the day before you want the obituary to

run in our paper.

If you want to figure out how many lines you have, if you are typing in a Microsoft Word document, go under Tools and then down to Word Count. Take the number of characters (with spaces) and divide it by 28. That will give you an approximate amount of lines. Once we enter the obituary into our system, the lines may be more or less than what you have figured.

Once we have received the obituary and verified everything, we will enter the obituary into our system and then email you the cost. If the cost is okay with the family and the budget you have set, then you would call us at (816) 234-4470 with payment.

We take Visa, MasterCard, American Express and Discover. We can also take a check-by-phone for payment. We would just need the Routing number and Account number for the checking account.

We cannot bill individuals for obituaries. We need payment before the obituary can run in our paper.

If you have any other questions, please call us at (816) 234-4470 or email us at obits@kcstar.com.

Thank you.