

Family Memorial Guide

What to expect from getting started to your published memorial

A simple guide for the designated family representative. You provide the memories and information; AI World Memorials organizes the materials, creates the memorial, prepares the printed 5 x 7 obituary design, and guides you through approval.

1. Choose Your Memorial Collection

Review the AI World Memorials collections and choose the printed obituary style that best reflects your loved one. Current choices are **Legacy**, **Heritage**, **Garden**, or **Let AI World Memorials Choose**. Your selection is recorded with your memorial intake.

2. Complete the Private Memorial Intake

The designated family representative completes one private intake. You will provide the deceased's information, life story or obituary information, service details, design notes, and the permissions needed for us to prepare the memorial.

3. Upload Photographs, Video and Audio

Use the upload areas inside the Memorial Intake rather than sending large groups of files by ordinary email. Your submitted files are organized in the family's private production storage for the memorial project.

4. AI World Memorials Creates the Memorial

You do not have to build a webpage or organize the production system yourself. AI World Memorials uses the information and approved materials you provide to create the mobile memorial experience and the selected 5 x 7 printed obituary design.

5. Review Your Proof

The designated family representative receives the proof for review. Please check names, dates, photographs, obituary text, service information, and design details carefully. To keep the process efficient, family corrections should be consolidated through the designated representative.

6. Request Changes or Give Final Approval

Send any agreed corrections during the proof stage. Once the memorial and printed obituary are correct, the designated representative gives final approval. AI World Memorials will not intentionally publish the finished memorial before approval.

7. Your Memorial Is Published

After approval, the memorial is published at its permanent AI World Memorials web address. The family receives that link to share with relatives, friends, and guests.

8. Printed Obituary and QR Code

The 5 x 7 printed obituary design includes a QR code connected to the permanent online memorial. Guests can scan the code with a phone to open the memorial. AI World Memorials prepares the design and print-ready file; physical printing is handled separately unless specifically arranged.

9. Family Reflections and Guest Participation

Approved family reflections can become part of the memorial experience. Public guest interaction, such as a memorial guestbook, is kept separate from the family's private management area.

10. After Publication

The published memorial remains at its permanent link. The designated family representative remains the primary contact for authorized future corrections or updates. Private production materials and family-management tools are not exposed on the public memorial.

Your Role as the Designated Family Representative

Your responsibility	What AI World Memorials handles
Provide accurate family information	Memorial production and page setup
Choose the obituary collection	Design of the selected 5 x 7 obituary
Upload approved photos/media	Organization of production files
Consolidate family corrections	Requested proof revisions
Give final approval	Publishing and permanent memorial link

Before You Submit

Helpful preparation: gather the best available portrait, additional photographs, obituary/life-story information, service details, video or audio you want considered, and any special design requests. Choose one family

representative to communicate approvals and corrections.

Remember: The family does not need WordPress access or direct access to the production system. Your private intake, proof/approval process, and designated representative keep the project simple and organized.