

Celebrations



Wedding Announcement Form

THE PRESS DEMOCRAT

Celebrations



The Press Democrat, 'Celebrations' Announcements FREQUENTLY ASKED QUESTIONS

Q: *What is the deadline for submitting a 'Celebrations' announcement?*

A: Announcements must be received by the Celebrations Desk no later than 5:00 p.m. on the Wednesday which is eleven days prior to the desired Sunday publication date.

Q: *What size photograph should I submit?*

A: Photos are scanned into a computer, then sized to fit the announcement you order. We prefer a 5x7 vertically shot photograph. We do accept e-mailed photographs, but we do not accept photos on disc of any kind.

Q: *Do the photos have to be black & white?*

A: No. Black & white or color photos can be used. However, black and white photos produce a 'crisper' image.

Q: *Will my photographs be returned to me?*

A: Photos will be returned upon request with SASE.

Q: *Do I have to pay in advance, or can I be billed for my announcement?*

A: Payment must be received prior to publication.

Q: *Can I receive a proof of my announcement?*

A: Yes. To receive a faxed or emailed proof, list your fax number or email address and the name of the person the fax or email should be addressed to at the bottom of the enclosed authorization form.

Q: *Will my announcement be online?*

A: Yes, you can review it at www.pressdemocrat.com/celebrations

* If you are concerned that the size you chose might be too small or too large, please list your credit card as a form of payment; that way we can call if the information does not fit and, with your approval, can move you to the most appropriate size.

* If, after reading this list you still have a question, please call the Celebrations Specialist at (707) 526-8523.



Diamond Package

2 columns by 9.5" deep. Photo is 2 columns by 2.75"

Diamond Announcement includes:

- Wedding day and time
- Bride's, groom's names, cities
- Parents' names, cities
- Place of ceremony
- Officiating clergy
- Bride's education/employment
- Groom's education/employment
- 3-4 bridesmaids
- 3-4 groomsmen
- Where couple will live

Space Permitting:

- Ring bearer and flower girl
- Grandparent's names, cities
- Additional school
- Showers, parties
- Bridesmaids/groomsmen
- Wedding director/coordinator
- Reception/honeymoon
- Dress description
- Program attendant
- Floral designer

\$250



Platinum Package

1 column wide by 9.5" deep
Photo is 1 column by 2.75"

Platinum Announcement includes:

- Wedding day and time
- Bride's, groom's names, cities
- Parents' names, cities
- Place of ceremony
- Officiating clergy
- Bride's education/employment
- Groom's education/employment
- 3-4 bridesmaids
- 3-4 groomsmen
- Where couple will live

Space Permitting:

- Ring bearer and flower girl
- Grandparents names, cities
- Additional school
- Additional bridesmaids/groomsmen
- Wedding director/coordinator
- Reception/honeymoon
- Dress description

\$155



Gold Package

1 column wide by 4.75" deep
Photo is 1 column by 2.11"

Gold Announcement includes:

- Wedding day and time
- Bride's, groom's names, cities
- Parents' names, cities
- Place of ceremony
- Officiating clergy
- Where couple will live
- Employment/education (space permitting)

\$100

Bronze Package

1 column wide by 2.5" deep.
No Photo.

Bronze Announcement includes:

- Wedding day and time
- Bride's, groom's names, cities
- Parents' names and cities
- Place of ceremony
- Officiating clergy
- Where couple will live
- Employment/education (space permitting)

\$35

Diamond Package Photo will accommodate a group shot. Photo size may vary.

About Your Photo:

For the best quality picture in our paper:

- A 5x7 black and white original works best for reproduction- don't use computer reprints or photo copies.
- Don't have your original color photo changed to black and white.
- Your picture should be sharp and clear.
- Make sure there are no shadows on face(s).
- There should be good contrast between the participants and the background.
- Photos returned upon request with SASE.

W E D D I N G A N N O U N C E M E N T F O R M

Form must be filled out. Please TYPE or PRINT. Correct spelling and legibility are your responsibility.

Name of photographer or studio _____

Where wedding was held: City _____ State _____

Bride's full maiden name _____ of (City/State) _____

And Groom's full name _____ of (City/State) _____

were married at (time) _____ am pm Date _____ in _____

(Church or place where ceremony was held. Please indicate if outdoor ceremony. If home ceremony, specify whose home and the relationship to bride or groom.)

Name of officiating clergy _____

Bride's parents' names _____ City/State _____

**(If divorced, stepparents can be listed)* _____

Groom's parents' names _____ City/State _____

**(If divorced, stepparents can be listed) **If parent(s) are deceased, add 'the late' in front of their name(s).*

The couple will live in _____

The bride attends attended is a graduate of _____

Name of school(s) _____

City/State _____

Bride's job title/occupation _____

Name of employer _____

City/State _____

Club memberships, military service, etc. _____

(List branch of U.S. military service, rank, where stationed)

The groom attends attended is a graduate of _____

Name of school(s) _____

City/State _____

Groom's job title/occupation _____

Name of employer _____

City/State _____

Club memberships, military service, etc. _____

(List branch of U.S. military service, rank, where stationed)

BRONZE & GOLD PACKAGES END HERE Copy may be edited based on space available.

The bride was escorted by: _____

(Name) _____ Relationship _____ City/State _____

The maid/matron of honor was: _____

(Name) _____ Relationship _____ City/State _____

Bridesmaids: _____

(Name) _____ Relationship _____ City/State _____

(Name) _____ Relationship _____ City/State _____

(Name) _____ Relationship _____ City/State _____

The best man was:

(Name) _____ Relationship _____ City/State _____

The groomsmen were:

(Name) _____ Relationship _____ City/State _____

(Name) _____ Relationship _____ City/State _____

(Name) _____ Relationship _____ City/State _____

PLATINUM PACKAGE ENDS HERE

If you will have more than 3-4 groomsmen or bridesmaids, you need a larger size announcement. For the Diamond Package please fill out pertinent details of wedding below.

Please list grandparents together if they are married, separately if divorced. Indicate if stepparents. If a grandparent is deceased, list as 'the late'.

Bride's maternal grandparents _____ City/State _____

Bride's paternal grandparents _____ City/State _____

Groom's maternal grandparents _____ City/State _____

Groom's paternal grandparents _____ City/State _____

Description of ceremony _____

Boutique/store where wedding gown was purchased _____

Describe bride's attire and flowers _____

Attendants' attire and flowers _____

Ringer bearer (name, relationship, City/State) _____

Flower girl (name, relationship, City/State) _____

Wedding Director/Coordinator _____

Program attendant, guest register, caterer, floral designer, etc. _____

Music _____

Reception location and description _____

Honeymoon plans _____

Showers, parties, rehearsal dinner, etc. (When, what type, given by whom) _____

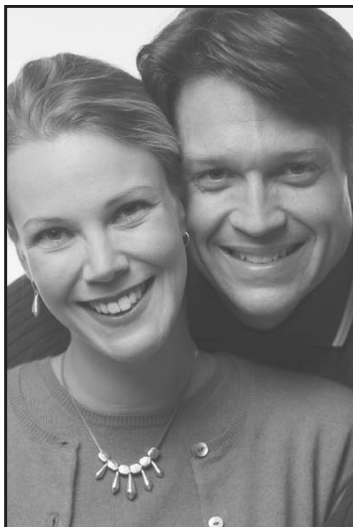
Payment must be received with the completed forms. Checks and all major credit cards are accepted.

- If you have questions, call **Celebrations** at (707) 526-8523. Mail the completed form to *Celebrations*, P.O. Box 569, Santa Rosa, CA 95402 or return it to The Press Democrat lobby between the hours of 8:30 a.m. and 5:00 p.m. Monday-Friday. The form must be signed by one of the principals. Forms are also available online at www.pressdemocrat.com/celebrations.

- Weddings & Engagements appear in The Press Democrat only on Sunday. The announcements must be received no later than Wednesday at 5 p.m., 10 days prior to the desired publication date (two Wednesdays before publication). Announcements received after the deadline will be published the following Sunday. We are not responsible for misdirected or delayed forms or lost or damaged photos.

- Our wedding editor is experienced in the proper wording of announcements. The Press Democrat uses the information provided on the form to write the announcement following guidelines developed from our own style and the Associated Press Stylebook.

- A professional 5x7 black and white glossy print works best for reproduction. Color photos are acceptable, provided they were taken by a professional photographer. Please put your name on the back of the photo. Photographer's name must also be on the back of photo. The bride's face should not be covered by a veil. The Press Democrat reserves the right to refuse for publication photos that are deemed poor quality. Photos will be returned upon request with a SASE.



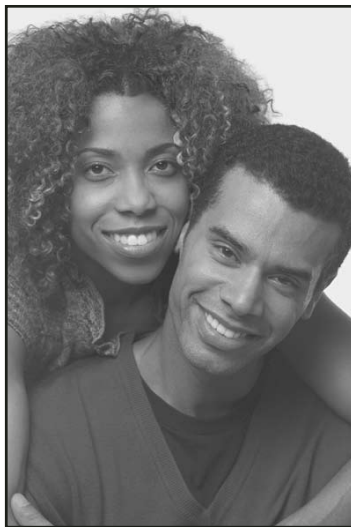
Platinum Package

1 column wide
by 9.5" deep
Photo is 1 column
by 2.75"

Platinum Announcement includes:

- Wedding day and place
- Bride, groom's name, cities
- Parents' names, cities
- Bride and groom's education/employment
- Grandparents names, cities
- Additional school
- Special information

\$155



Gold Package

1 column wide by 4.75" deep
Photo is 1 column by 2.11"

Gold Announcement includes:

- Bride, groom's name, cities
- Parents' names, cities
- Wedding date

\$100

Bronze Package

1 column wide by 2.5" deep.
No Photo.

Bronze Announcement includes:

- Bride, groom's name, cities
- Parents' names, cities
- Bride and groom's wedding date
- Education/employment (space permitting)

Publication date based on space available.

\$35

About Your Photo:

For the best quality picture in our paper:

- A 5x7 black and white original works best for reproduction- don't use computer reprints or photo copies.
- Don't have your original color photo changed to black and white.
- Your picture should be sharp and clear.
- Make sure there are no shadows on face(s).
- There should be good contrast between the participants and the background.
- Photos returned upon request with SASE.

When to run your engagement announcement

Most couples choose to publish their engagement announcement once they have decided on a date. Your engagement announcement should run at least a month prior to your wedding.

Our wedding & engagements editor is experienced in the proper wording of announcements. The Press Democrat uses the information provided on the form to write the announcement following guidelines developed from our own style and the Associated Press Stylebook.

Publication deadlines

Engagements appear in The Press Democrat only on Sunday. The announcements must be received no later than Wednesday at 5 p.m., 10 days prior to the desired publication date (two Wednesdays before publication). Announcements received after the deadline will be published the following Sunday. We are not responsible for photos lost or damaged in the mail.

Photo requirements

A professional 5x7 black and white glossy print works best for reproduction. Color photos are acceptable, provided they were taken by a professional photographer. Please put your name on the back of the photo. Photographer's name must also be on the back of photo. The Press Democrat reserves the right to refuse for publication photos that are deemed poor quality. Photos returned upon request with SASE.

If you have questions ...

Call Celebrations at (707) 526-8523. Mail the completed form to: Celebrations, P.O. Box 569, Santa Rosa, CA 95402 or return it to The Press Democrat lobby between the hours of 8:30 a.m. and 5:00 p.m. Monday-Friday. The form must be signed by one of the principals. Forms are also available online at www.pressdemocrat.com/celebrations

Payment must be received with the completed forms. Checks and all major credit cards are accepted.

Celebrations



The
Press
DEMOCRAT

ENGAGEMENT ANNOUNCEMENT FORM

Please type or print all information. The spelling of names and places and the legibility of handwriting are the responsibility of the person submitting the information! Supply only the information you wish to be published in the paper.

Name of photographer or studio: _____

Bride-elect (full maiden name as you want it printed): _____

City/State of residence: _____

Future bridegroom (full name as you want it printed): _____

City/State of residence: _____

Bride-elect's parents: _____

(If married, names of mother and father and city/state of residence. If divorced, name of each parent and step-parent, if applicable, and cities/states of residence.)

Future bridegroom's parents: _____

(If married, names of mother and father and city/state of residence. If divorced, name of each parent and step-parent, if applicable, and cities/states of residence.)

Wedding plans (date, City/State, name of venue): _____

The bride attends attended is a graduate of

Name of school(s) _____

City/State _____

Bride's job title/occupation _____

Name of employer _____

City/State _____

Club memberships, military service, etc. _____

(List branch of U.S. military service, rank, where stationed)

The groom attends attended is a graduate of

Name of school(s) _____

City/State _____

Groom's job title/occupation _____

Name of employer _____

City/State _____

Club memberships, military service, etc. _____

(List branch of U.S. military service, rank, where stationed)

BRONZE & GOLD PACKAGES END HERE Copy may be edited based on space available.

Additional Information you might wish to include for Platinum Package:

Bride-elect's grandparents: _____

City/State of residences: _____

Future groom's grandparents: _____

City/State of residences: _____

Special information about the engagement: *(Use separate piece of paper if needed)* _____

I certify that the above information is true and accurate.

Signed: _____ Date: _____

Celebrations

The Press Democrat
427 Mendocino Avenue, Santa Rosa, CA 95401 • 707-526-8523

A U T H O R I Z A T I O N F O R M

This authorization form **must be completed and signed** before your special-occasion announcement can be published. The information provided will serve as account information. The Publisher reserves the right to revise, edit or reject any or all copy and photographs deemed unsuitable for publication. **YOU MUST RETURN THIS FORM WITH WEDDING OR ENGAGEMENT COMPLETED FORMS.**

Your Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____

Desired Publishing Date (if received by deadline): _____

Signature: _____ Date: _____

Email: _____ Fax: _____

PLEASE CHECK SIZE AND EITHER WEDDING OR ENGAGEMENT ANNOUNCEMENT TO BE PUBLISHED AND INCLUDE PAYMENT WITH YOUR FORM. Email your photo to: adhhelp@pressdemocrat.com

WEDDING **ENGAGEMENT**

SIZE: Bronze Package \$35 Gold Package \$100 Platinum Package \$155 Diamond package \$250

Payment: Check/Money Order Visa MC Amex Name on card: _____

Card # _____ Exp. Date: _____

Price of your announcement: \$ _____

PROOFS WILL BE SENT THE FRIDAY/MONDAY AFTERNOON PRIOR TO YOUR SUNDAY ANNOUNCEMENT.

Yes, I would like to proofread my announcement. Please Email Fax

No, I would not like to proofread my announcement.