

# THE GAZETTE

## GUIDELINES FOR SUBMITTING

# engagement announcements

- Engagements are published in The Gazette on Sundays at a rate of \$3.00 per line plus photographs will be billed at one column short \$35, one column long \$70, and two columns \$100. See attached samples.
- To be considered for publication, all engagement announcements must be received at least 21 days prior to the wedding.
- If the announcement includes a photograph, we prefer a sharp close-up no smaller than wallet size. Photo should be professional quality, black-and-white or color print. Photos taken with an instant camera and laser photos are not acceptable. Digital photos are accepted. Send a self-addressed stamped envelope so The Gazette can return your photo. Place a label with your name and address on the back of your photograph. We will do everything possible to return your photo after the publishing date.
- All announcements must be prepaid. We will call you to confirm placement. We accept cash, check, Visa, Mastercard and Discover.
- ALL ANNOUNCEMENTS REQUIRE A COMPLETED AUTHORIZATION FORM. The form must be signed by one of the principals (future bride, future groom, parents or grandparents) with an address and daytime phone number.
- The Gazette reserves the right to refuse for publication any announcement request received after the deadline.
- The Gazette reserves the right to revise, edit or reject any or all copy and/or photographs.
- All announcements should be neatly printed or typed on Gazette forms provided.
- Lamination of announcement available. See information included.
- Submission Procedures**  
Announcements may be sent to the following:  
**Mail:**  
The Gazette Announcements  
Classified Department  
PO Box 1090  
Schenectady, NY 12301-1090  
**Fax:** Classified (518) 395-3050  
**Drop-Off:**  
2345 Maxon Road Ext.  
Schenectady, NY 12308  
Hours: 8 am to 4pm  
Photos may be emailed to  
slemay@dailygazette.net  
Forms are available at [dailygazette.com](http://dailygazette.com).  
They can be printed off, filled out and mailed, faxed or dropped off at The Gazette.

We welcome the opportunity to assist you in placing your announcement.  
Please stop in or call 518-382-1100 for an appointment or assistance.

## AUTHORIZATION FOR ANNOUNCEMENT PUBLICATION

This form must be completed and signed before your engagement announcement can be published

Last Names Of Couple In Announcement \_\_\_\_\_

Name of Person Placing Announcement (please print) \_\_\_\_\_

Signature \_\_\_\_\_

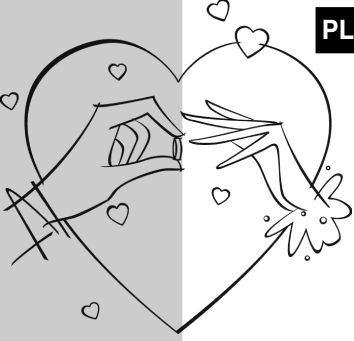
Your Street Address \_\_\_\_\_

Your City, State & Zip Code \_\_\_\_\_

Your Daytime Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Email Address \_\_\_\_\_

We will call you to confirm placement and cost.



# engagement information

Please use this form to place your engagement announcement.  
The spelling of names and places and the legibility of handwriting are the responsibility  
of the person submitting the information. Please write carefully.

*We welcome the opportunity to assist you in placing your announcement.  
Please stop in or call 518-382-1100.*

## Photo Size



1 Column Short  
\$35.00



1 Column Long  
\$70.00



2 Column  
\$100.00

PLEASE CHECK ONE: Are the future Bride's parents announcing this engagement? \_\_\_\_\_

Are the future Groom's parents announcing this engagement? \_\_\_\_\_

Is the couple announcing this engagement? \_\_\_\_\_

FUTURE BRIDE'S Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Parents (First & Last Name of Future Bride's Parents. Please specify if parents are deceased.) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

(Other Parents, if Applicable) First & Last Names of Future Bride's other Parents PLUS City, State, County \_\_\_\_\_

FUTURE GROOM'S Name \_\_\_\_\_

Address \_\_\_\_\_

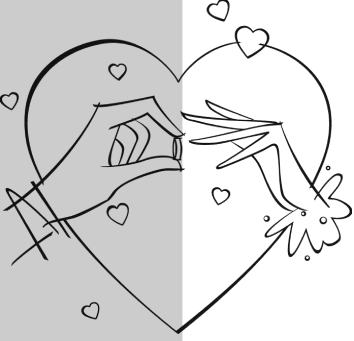
City \_\_\_\_\_ State \_\_\_\_\_

Parents (First & Last Name of Future Groom's Parents. Please specify if parents are deceased.) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

(Other Parents, if Applicable) First & Last Names of Future Groom's other Parents PLUS City, State, County \_\_\_\_\_



**Wedding Date** \_\_\_\_\_

**Wedding Place** \_\_\_\_\_

**Future Bride's Employment** \_\_\_\_\_

**Future Bride's Schools (Graduated or Attended)** \_\_\_\_\_

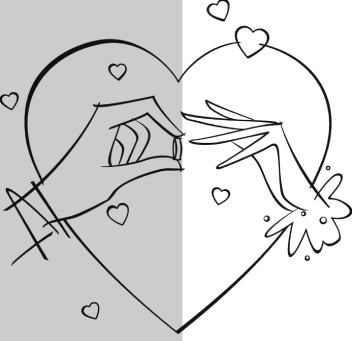
**Future Groom's Employment** \_\_\_\_\_

**Future Groom's Schools (Graduated or Attended)** \_\_\_\_\_

**Future Bride's Military Service** \_\_\_\_\_

**Future Groom's Military Service** \_\_\_\_\_

**Any Special Information/Unusual Aspects of Engagement** \_\_\_\_\_



Additional Information \_\_\_\_\_

\_\_\_\_\_

Grandparent's Name(s) \_\_\_\_\_

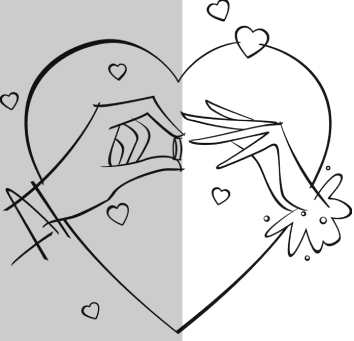
\_\_\_\_\_

A (Date of Wedding) \_\_\_\_\_ wedding is  
planned.

Engagement Announcements must be received at least 21 days prior to wedding date. Please fill out and sign the Authorization for Publication Form enclosed in this packet so that your special occasion announcement will be processed as quickly and accurately as possible.

Thank you and congratulations!

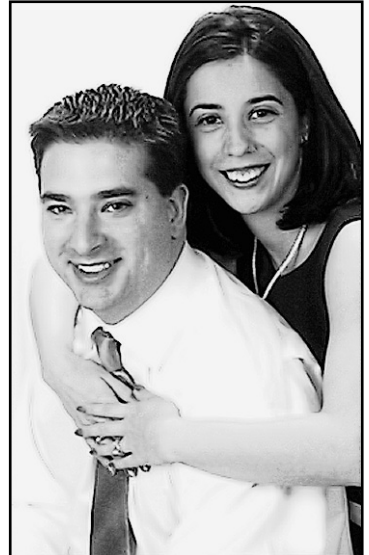
**THE  
GAZETTE**  
**382-1100**



# engagement announcements

## EXAMPLE

**1 COLUMN LONG  
ENGAGEMENT EXAMPLE  
PHOTO \$70.00  
PLUS COST OF COPY**



**ESPOSITO-POULIN**

Mr. and Mrs. Richard Esposito of Ward Avenue, Schenectady, have announced the engagement of their daughter, Kristen Marie Esposito, to Eric Gary Poulin, son of Gary Poulin of Auburn, NH, and Cindy Poulin of Manchester, NH.

The future bride attended Schenectady High School and received a bachelor's degree from Wentworth Institute of Technology in Boston. She is pursuing a master's degree in business administration from Simmons College and works as a project manager for Payton Construction in Boston.

Her fiance attended Pinkerton Academy and received a bachelor's degree in architecture from Roger Williams University, Bristol, RI. He is a systems and network administrator for Koetter Kimand Associates in Boston.

A November 1, 2003, wedding is planned.

**1 COLUMN SHORT  
ENGAGEMENT EXAMPLE  
PHOTO \$35.00  
PLUS COST OF COPY**



**ESPOSITO-POULIN**

Mr. and Mrs. Richard Esposito of Ward Avenue, Schenectady, have announced the engagement of their daughter, Kristen Marie Esposito, to Eric Gary Poulin, son of Gary Poulin of Auburn, NH, and Cindy Poulin of Manchester, NH.

The future bride attended Schenectady High School and received a bachelor's degree from Wentworth Institute of Technology in Boston. She is pursuing a master's degree in business administration from Simmons College and works as a project manager for Payton Construction in Boston.

Her fiance attended Pinkerton Academy and received a bachelor's degree in architecture from Roger Williams University, Bristol, RI. He is a systems and network administrator for Koetter Kimand Associates in Boston.

A November 1, 2003, wedding is planned.

### 1 COLUMN

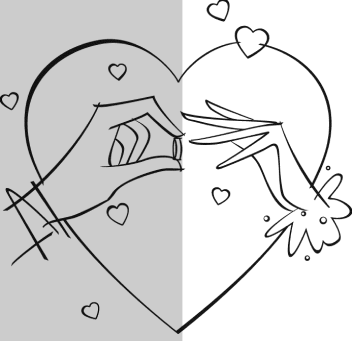
#### SERVIDONE- STADTLANDER

Franka Servidone and David Stadtländer, both of Cutler Street, Schenectady have announced their engagement.

The future bride is the daughter of Joseph and Ersilia Servidone of Cutler Street, Schenectady.

Her fiance is the son of Lynn and Barbara Stadtländer of Eighth Avenue, Lansingburgh.

An August wedding is planned.



# engagement announcements

## **EXAMPLE**

### **2 COLUMN ENGAGEMENT PHOTO EXAMPLE**



**\$100.00**  
**Plus cost of copy**