



# THE GAZETTE

## GUIDELINES FOR SUBMITTING

# CELEBRATION

### announcements



1. Celebrations are published in The Gazette on Sundays at a rate of \$3.00 per line plus photographs will be billed at \$40.00.
2. 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.
3. All announcements must be prepaid. We will call you to confirm placement. We accept cash, check, Visa, Mastercard and Discover.
4. 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.
5. The Gazette reserves the right to revise, edit or reject any or all copy and/or photographs.

6. All announcements should be neatly printed or typed on Gazette forms provided.
7. Lamination of announcement available. See information included.
8. **Submission Procedures**  
Announcements may be sent to the following:  
**Mail:**

The Gazette Celebrations  
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  
classified@dailygazette.net

Forms are available at [dailygazette.com/forms](http://dailygazette.com/forms)  
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 celebration announcement can be published

Last Name/Names 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.

# THE GAZETTE



## Birth Announcement Form

2345 Maxon Road Ext., P.O. Box 1090, Schenectady, New York 12301-1090  
518-382-1100

*Please type or print*

Parent's Name s \_\_\_\_\_

Address (*Street, City*) \_\_\_\_\_

\_\_\_\_\_

Baby's Name \_\_\_\_\_

Gender of Baby  SON  DAUGHTER

Birth Date \_\_\_\_\_

Place of Birth \_\_\_\_\_

Baby's Weight \_\_\_\_\_ Baby's Height \_\_\_\_\_

Siblings (*Names & Ages*) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Grandparents \_\_\_\_\_

Their Address (*Street, City*) \_\_\_\_\_

\_\_\_\_\_

Grandparents \_\_\_\_\_

Their Address (*Street, City*) \_\_\_\_\_

\_\_\_\_\_

Daytime Phone \_\_\_\_\_ Alternate \_\_\_\_\_

Signed \_\_\_\_\_