



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
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.



wedding information

Photo Size

\$40.00

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

BRIDE & GROOM

BRIDE'S Name _____

First Middle (Optional) Last

Address _____

City _____ State _____ Zip _____

GROOM'S Name _____

First Middle (Optional) Last

Address _____

City _____ State _____ Zip _____

NOTE: Your street addresses for newspaper verification purposes only.

PARENTS

BRIDE'S FATHER'S Name _____

First Middle (Optional) Last

Address (Check one) Same as Bride's Different *if different, please complete address*

FATHER'S Address _____

City _____ State _____ Zip _____

BRIDE'S MOTHER'S Name _____

First Middle (Optional) Last

Address (Check one) Same as Bride's Same as Bride's Father Different *if different, please complete address*

MOTHER'S Address _____

City _____ State _____ Zip _____

GROOM'S FATHER'S Name _____

First Middle (Optional) Last

Address (Check one) Same as Groom's Different *if different, please complete address*

FATHER'S Address _____

City _____ State _____ Zip _____

GROOM'S MOTHER'S Name _____

First Middle (Optional) Last

Address (Check one) Same as Groom's Same as Groom's Father Different *if different, please complete address*

MOTHER'S Address _____

City _____ State _____ Zip _____