



Step Saver

THE OBSERVER

GUIDELINES FOR SUBMITTING

anniversary

announcements

1. Anniversaries are published in Step Saver/The Observer on Thursdays.

2. To be considered for publication, all anniversary announcements must be received at least 15 days before the desired publication date. Step Saver/The Observer is not responsible for photographs.

3. If the announcement includes a photograph, we prefer a sharp close-up no smaller than wallet size. Photo should be of professional quality, black-and-white or color print. Laser printed photos are not acceptable. Digital photos are accepted. Send a self-addressed stamped envelope so Step Saver/The Observer 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.

4. ALL ANNOUNCEMENTS REQUIRE A COMPLETED AUTHORIZATION FORM. The form must be signed by one of the principals (husband, wife, or their children/siblings/parents) with an address and daytime telephone number.

5. Step Saver/The Observer reserves the right to refuse for publication any announcement request received after the deadline.

6. Step Saver/The Observer reserves the right to revise, edit or reject any or all copy and photographs that do not meet our quality standards.

7. All announcements should be neatly printed or typed on Step Saver/The Observer forms provided.

8. Submission Procedures

Announcements may be sent to the following:

Mail: Step Saver/The Observer Announcements
213 Spring Street
Southington, CT 06489

Drop-Off: Step Saver/The Observer
213 Spring Street
Southington, CT 06489
8:30am - 5pm

Email: eharris@SouthingtonObserver.com or
mchaiken@BristolObserver.com

Fax: 860-621-1841

- Forms are available at StepSaver.com. They can be printed, mailed, faxed or dropped off at The Observer.
- Email photos to: eharris@SouthingtonObserver.com or mchaiken@BristolObserver.com

We welcome the opportunity to assist you in placing your announcement.
Please stop in or call (860) 621-6751 for assistance.

AUTHORIZATION FOR ANNOUNCEMENT PUBLICATION

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

Last Name(s) of Couple in Announcement _____

Name of Person Placing Announcement (please print) _____

Signature _____

Your Relationship to the Couple? _____

Your Street Address _____

Your City, State and Zip Code _____

Your Daytime Phone _____ Home Phone _____



anniversary announcements

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

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you in placing your announcement.
Please stop in or call (860) 621-6751
for an assistance.*

OFFICE USE ONLY	
Pub Date:	_____
Photo:	<input type="checkbox"/>
Received:	_____

NAME OF COUPLE _____

Wife's Maiden Name _____

Address (Street/City/State) _____

Place of Wedding _____

Date of Wedding _____

How the Anniversary was Celebrated _____

Where _____

Who Gave the Party _____



Wife's Occupation _____

Wife's School(s) Attended or Graduated) _____

Wife's Military Service _____

Husband's Occupation _____

Husband's School(s) Attended or Graduated _____

Husband's Military Service _____

Names of Children (names and hometowns) _____

Names of Grandchildren (names and hometowns) _____

Other Information You Would Like to Include _____



Additional Information _____

Grandparent's Name _____

Anniversary Announcements must be received at least 15 days prior to desired publication 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!