

## THE OBSERVER GUIDELINES FOR SUBMITTING anniversary

- 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.

Your Daytime Phone\_\_\_

- 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 my 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

Home Phone\_

- 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



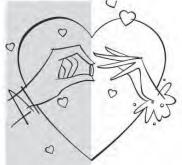


Please use this form to place your anniversary announcement. The spelling of names and places and the legibility of handwriting are the responsibility of the person submitting the information. Please write carefully.

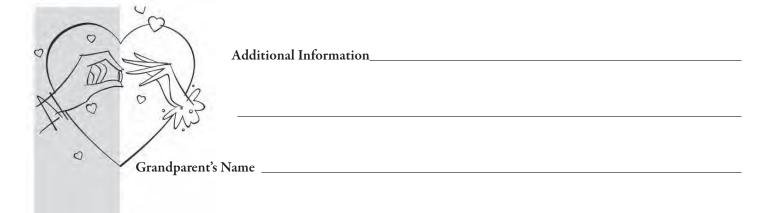
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OFFICE USE ONLY	
Pub Date:	_
Photo: 🗀	
Received:	_

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



W	Tife's Occupation	
w w	Tife's School(s) Attended or Graduated)	
w	'ife'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		



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!