



# Step Saver

## THE OBSERVER

### GUIDELINES FOR SUBMITTING

# engagement

announcements

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

2. To be considered for publication, all engagement announcements must be received at least 21 days prior to the wedding.

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. Photos taken with an instant camera and laser 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 (future bride, future groom, parents or grandparents) 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 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 \_\_\_\_\_



# engagement announcements

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.

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

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

**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 Names of Bride's Parents. Please specify if parents are deceased) \_\_\_\_\_

\_\_\_\_\_

**Address** \_\_\_\_\_

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

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

\_\_\_\_\_

**FUTURE GROOM's Name** \_\_\_\_\_

**Address** \_\_\_\_\_

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

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

\_\_\_\_\_

**Address** \_\_\_\_\_

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

(Other Parents, if Applicable) First & Last Name of Bride'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 \_\_\_\_\_

\_\_\_\_\_

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

Engagement Announcements must be received at least 21 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!

**StepSaver**  
**THE OBSERVER**  
**860-628-9645**