



StepSaver

THE OBSERVER

GUIDELINES FOR SUBMITTING

wedding

announcements

1. Wedding announcements are published in Step Saver/The Observer on Thursdays.
2. Announcements will not be published if more than one year after the ceremony.
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 (bride, groom, 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 wedding announcement can be published

Last Names 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 _____



wedding 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.

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 _____

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 _____

Date Of Ceremony _____

Church or Site of Ceremony _____

City and State _____

Reverend, Father, Pastor, Justice of the Peace, etc. _____ **Officiated.**



Bride's Occupation _____

Bride's Schools (Graduated or Attended) _____

Groomsmen/Attendants (Names, Relationship, City/State _____

Other Attendants _____

Ring Bearer _____ City/State _____

Relationship _____

Flower Girl _____ City/State _____

Relationship _____

Reception Location and Description _____

Honeymoon Location _____

The Couple Will Live in (City/State) _____



Best Man _____ City/State _____

Relationship To Groom _____

Bride's Military Service _____

Groom's Occupation _____

Groom's Schools (Graduated or Attended) _____

Groom's Military Service _____

Matron of Honor _____ City/State _____

Maid of Honor _____ City/State _____

Relationship to Bride _____

Bridesmaids (Names, Relationship, City/State) _____
