

*Celebrations*

*Engagements*



# Celebrations

Announcement Guidelines

**Congratulations!** We are pleased to be of service in making your special occasion more memorable by publishing your announcement in The Huntsville Times. "Celebrations" appears each week in The Times' Life & Leisure section. Announcements published are also posted on our online affiliate, [al.com](http://al.com).

**ANNOUNCEMENT INFORMATION:** Milestone Anniversaries, complimentary Engagement Announcements, and complimentary Wedding Announcements are free of charge. Customized packages require prepayment. Forms are provided in this package and may be used in submitting your information. However, these forms are just guidelines. You may choose to use the forms, or write your announcement the way you would like it to be published. Submit your information to us, along with payment (if applicable), at least two weeks prior to requested publication date. We accept cash, Visa, MasterCard, American Express and Discover as well as personal check. Checks should be made payable to The Huntsville Times. Announcement information cannot be taken by telephone.

**Here are your options in submitting Announcement information:**

- 1) Deliver your completed forms to The Huntsville Times, 2317 Memorial Parkway SW, between the hours of 8 am and 5 pm. If payment is required, payment may be made to the cashier in the form of cash, credit/debit card or personal check. Checks should be made payable to The Huntsville Times.
- 2) Mail your completed forms, along with payment (if applicable), to Celebrations c/o The Huntsville Times, PO Box 1487 WS, Huntsville, AL 35807. Please submit the payment form found in this package if using a credit/debit card.
- 3) Call (256)532-4206 with your payment information between the hours of 8 am and 5 pm. You may then mail, email or fax your forms. Payments and forms must be received two weeks prior to publication date.

**Guidelines for how to list parents' names**

- If your parents are married to each other and both are living, you may list them as Mr. and Mrs. And the man's full name (for instance: Mr. and Mrs. John Edward Jones of Huntsville.), or individually (John Edward and Patricia Ann Jones of Huntsville.)
- If your parents are divorced or legally separated, they should be listed individually, including cities of residence (for instance: John Edward Jones of Huntsville and Patricia Ann Jones of Nashville, TN.)
- If either has remarried, you may name your stepparent(s) as well, if you wish (for instance, Mr. and Mrs. John Edward Jones of Huntsville and Mr. and Mrs. Ralph Henry Smith of Huntsville.)
- If you wish to list a parent or stepparent who has died, please identify the deceased as "the late" (for instance: John Edward Jones of Portland and the late Patricia Ann Jones.) If the surviving parent has remarried, please make that clear (for example: John Edward and Mary Lee Jones of Huntsville and the late Patricia Ann Jones.)

**Photography:**

For the sake of a timely announcement, it is advisable to have a photograph taken before the ceremony. Color or black and white photographs submitted may be of the bride or of the couple together either formal or informal portraits. If the photograph is of the couple, their heads must be close together and at approximately the same height.

For the best reproduction, choose glossy, clear, sharp-focus prints preferably 5" x 7" but not larger than 8" x 10". Look for a good contrast in your photos and avoid soft-focused portraits. Digital photographs are accepted.

Polaroid prints, photo copies or faxed photos are not acceptable. None of those will give a satisfactory result. The Huntsville Times reserves the right to crop photos as necessary and to reject photographs of inappropriate quality or those deemed in poor taste. We will attempt to return your photos to you if you have provided a stamped, self-addressed envelope. (Please use two first-class stamps.) Otherwise, photos will be discarded after publication. The Huntsville Times is not responsible for loss of or damage to photographs.

Deadline is 2 weeks prior and prepayment, if applicable, is required. The Huntsville Times reserves the right to edit copy for size and content.

**The Huntsville Times**

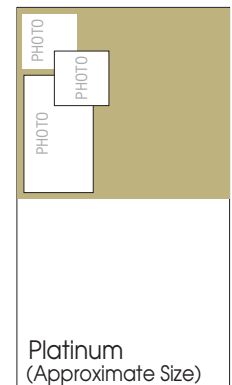
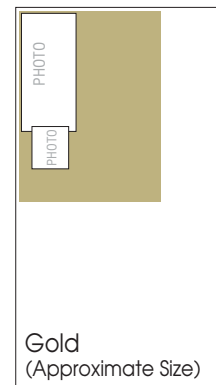
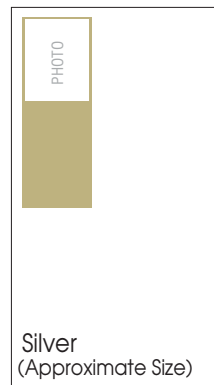
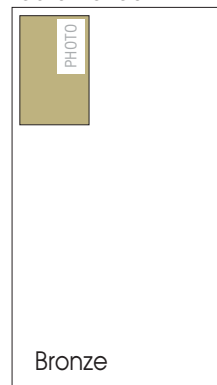
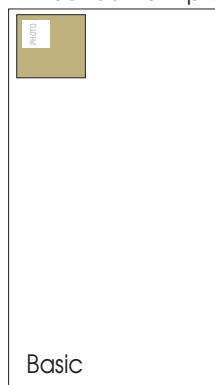
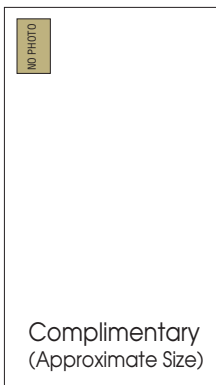
Celebrations Desk • 2317 S. Memorial Parkway • Huntsville, AL 35801  
Phone: 256.532.2560 • 800.239.5271 ex 2560 Fax: 256.532.2561 • email: [celebrations@hntimes.com](mailto:celebrations@hntimes.com)

# Celebrations

Engagements • Weddings • Occasions

## Package Pricing

Item	Description	Price
<b>Complimentary</b>	Applies to Engagement and Wedding Approximately 75 words with no photo, Announcement presence on al.com	<b>FREE</b>
	<b>Milestone Anniversary including color photo</b> 25 and 50 and higher year anniversaries only. Approximately 100 words, presence on al.com	<b>FREE</b>
<b>Customized Packages</b>		
<i>Basic</i>	<b>2 column x 3.5 inches including color or black &amp; white photo</b> Approximately 100 words, presence on al.com Two copies of The Huntsville Times of the day of publication	<b>\$75.00</b>
<i>Bronze</i>	<b>2 columns x 6 inches including color or black &amp; white photo</b> Approximately 200 words, presence on al.com Five copies of The Huntsville Times of the day of publication	<b>\$175.00</b>
<i>Silver</i>	<b>2 columns x 10.5 inches including color or Black and white photo</b> Approximately 250 words, presence on al.com Ten copies of The Huntsville Times of the day of publication	<b>\$400.00</b>
<i>Gold</i>	<b>4 columns x 10.5 inches including multiple color or black &amp; white photos</b> Multiple color or black and white photos with various sizes (Maid of Honor, Flower girl, etc) Approximately 800 words (depending on photos) Fifteen copies of The Huntsville Times of the day of publication Announcement Design Consultation Announcement presence on al.com	<b>\$850.00</b>
<i>Platinum</i>	<b>One half page including multiple color or black &amp; white photos</b> Multiple photos with various sizes (Maid of Honor, Flower girl, etc) Approximately 1,000 words (depending on photos) Twenty Five copies of The Huntsville Times of the day of publication Announcement Design Consultation Announcement presence on al.com	<b>\$1,500.00</b>



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Phone: 256.532.2560 • 800.239.5271 ex 2560 Fax: 256.532.2561 • email: celebrations@htimes.com

# Celebrations

Office Use Only

Pub Date: \_\_\_\_\_

ID# \_\_\_\_\_

Package: \_\_\_\_\_

## PUBLICATION AUTHORIZATION FORM

This form authorizes the publication of your engagement, wedding, or occasion announcement in The Huntsville Times newspaper and on its online affiliate al.com. It must be completely filled out and submitted along with your announcement information and photo(s) (if applicable) no later than two weeks prior to the requested publication date. Announcements are published each Sunday in the Life & Leisure section of The Huntsville Times.

**Please select one of the following announcements:**

Complimentary Milestone Anniversary   
25, 50 years and over

Complimentary Engagement

Complimentary Wedding

### CUSTOMIZED PACKAGES

Basic - \$75

Bronze - \$175

Silver - \$400

Gold - \$850

Platinum - \$1,500

**Requested publication date:** \_\_\_\_\_

### REQUIRED INFORMATION (all announcements):

Names of Bride and Groom \_\_\_\_\_

Person Submitting: \_\_\_\_\_

Telephone Numbers:

Address \_\_\_\_\_ Daytime: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Evening: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Customized packages provide copies of The Huntsville Times from the day of publication from your announcement. These are available for pickup on the Tuesday following publication. If you do not wish to receive these papers please check this box.

### SUBMITTING FORMS AND PAYMENT

All packages, except for those indicated above, require prepayment. Please complete all of the appropriate forms and return to us, along with payment (if applicable), at least two weeks prior to requested publication date. We accept cash, Visa, MasterCard, American Express, Discover and personal checks. Checks should be made payable to The Huntsville Times.

**Here are your options in submitting forms and payment:**

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# Celebrations

## Engagement Announcement

Office Use Only

Pub Date: \_\_\_\_\_

ID# \_\_\_\_\_

Package: \_\_\_\_\_

*This form is provided as a guideline for submitting your announcement. Use this form, or you may write your announcement any way you wish. Word counts for each package may be found of the Package Pricing page. To make your announcement as accurate as possible, please type or print all information. Spelling and legibility are the responsibility of the person submitting the announcement. Please use formal names. In the case of servicemen and women, give the rank and branch of service. If any person mentioned is deceased, please indicate by writing "the late" in front of the name. Street addresses are not necessary. Only city and state will be published. Information may be edited due to space constraints. Send this along with your signed authorization form, either by fax, mail or in person to The Huntsville Times Celebrations Desk (see the adress and number below.)*

### **The Engagement Announcement**

Person/persons announcing engagement \_\_\_\_\_

of (city/state) \_\_\_\_\_ are pleased to announce the engagement of

(circle what applies) their/his/her - son/daughter \_\_\_\_\_

to (groom/bride-to-be) \_\_\_\_\_

son/daughter of \_\_\_\_\_

of city/state \_\_\_\_\_

The wedding is planned for (date, date,time) \_\_\_\_\_

location \_\_\_\_\_ (city/state) \_\_\_\_\_

Bride Elect's educational background \_\_\_\_\_

Groom Elect's educational background \_\_\_\_\_

#### **END OF INFORMATION FOR COMPLIMENTARY PACKAGE**

#### **COMPLETE THIS SECTION FOR BASIC PACKAGE**

Bride Elect's employment information:

Employed by \_\_\_\_\_

Job Title \_\_\_\_\_

Groom Elect's employment information:

Employed by \_\_\_\_\_

Job Title \_\_\_\_\_

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