

The enclosed forms are provided for your convenience. You may choose to write your story in your own words. **Supply only the information you wish published.** Please type or print all information. The person submitting the information is responsible for the spelling of names and places, and the legibility of handwriting. ***Please fill out and sign the "Authorization for Announcement Publication" form and return it with your information. There will be a \$25.00 administrative fee for cancellation of an announcement.**

Anniversary Form

_____ Of _____
(Names) (City/state)

Celebrated their _____ anniversary _____
(Date)

At a _____ Given by _____
(reception, dinner, party)

_____ at _____
(location)

Their children are _____
(Names and city/state)

They have _____ grandchildren and _____ great-grandchildren.

They were married _____ at _____
(Date) (Location)

The deadline for publication is Thursday at 3pm, 10 days prior to the Sunday of publication. Announcements are charged at \$5.75 per column line, or \$40.25 per column inch of space used out of the newspaper. There are seven lines per column inch of space. This charge applies to both text and photos and is calculated after our staff types your announcement into the template design you have chosen. It is then measured from the top of the announcement to the bottom and calculated.

To have a photo included with your announcement, enclose a vertical 5x7 or smaller photo. A black & white glossy is preferred for best reproduction. A high quality color photo may be used, although we don't guarantee results. Please make sure that you send the **original photo**. If you would like the photo mailed back to you, please enclose a stamped, self-addressed envelope of sufficient size. Otherwise, the photo will be kept in a file for 30 days and you may pick it up during regular business hours. Office hours are 8:30 am - 5:00 pm Monday thru Friday. Our office is located between Martin and Hargett Streets at 215 S. McDowell Street. You may mail your announcement or come by the office during business hours.

Please Return To:
The News & Observer, Special Occasions Department
215 S. McDowell St., Raleigh, NC 27601
or P.O. Box 191, Raleigh, NC 27602
email: speciale@newsobserver.com; fax 919-829-4589