



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

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

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*

OFFICE USE ONLY	
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