



# 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 Announcements will not be published if more than one year after the ceremony.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) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_