

## Celebrations!

### Announcement Information and Authorization Form

Welcome to Celebrations, the special Sunday section in the Richmond Times-Dispatch that's anchored by announcements about important milestones in the lives people like you: our readers, their families, friends and neighbors.

Wedding, engagement, anniversary, birth, graduation and many other important announcements are available in an array of sizes to fit any budget. For each option, photo sizes have been suggested, but we can resize your photo and adjust the text to take full advantage of the space in your selected announcement size. Online and in the Celebrations office located at The Times-Dispatch, we provide samples to help you see the possibilities. And - there's no extra charge for full-color photos!

**NEW!** Beginning February 1, 2010, when you purchase a Celebrations announcement, **you will also receive a beautiful, plaque-mounted keepsake of your announcement!** It will arrive by mail 2-3 weeks after your announcement publishes in Celebrations. If you'd like to purchase additional keepsakes, (They make great gifts for family members or friends!) you may order them at any time from the Celebrations office.

Our specialists will help you choose the best size for your announcement, and they'll gladly help you write your copy, if you'd like. That said, we encourage you to write your own announcement, if you wish. For traditional wedding and engagement announcements, we have step-by-step forms you can use. Forms are available in print and online at [timesdispatch.com](http://timesdispatch.com) **Keyword: Celebrations.**

Here are your announcement size options:

<u>Options</u>	<u>Size</u>	<u>Description</u>	<u>Price**</u>
A	1 col x 2.25"	Room for a small photo plus approximately 30 words	\$49
B	1 col x 4.50"	1.56" x 2.2" photo plus 360 characters (Approx. 60 words.)	\$99
C	2 col x 2.25"	1.56" x 2.2" photo plus 360 characters (Approx. 60 words.)	\$99*
D	1 col x 6.75"	1.56" x 2.2" photo plus 700 characters (Approx. 110 words.)	\$140
E	1 col x 9.25"	1.56" x 3.0" photo plus 1200 characters (Approx. 210 words.)	\$185
F	2 col x 4.50"	3.22" x 2.2" photo plus 620 characters (Approx. 110 words.)	\$180
G	1 col x 11.50"	1.56" x 2.2" photo plus 1750 characters (Approx. 280 words)	\$230
H	3 col x 4.50"	3.22" x 4.2" photo plus 830 characters (Approx. 140 words)	\$240
I	2 col x 6.75"	3.22" x 4.2" photo plus 580 characters (Approx. 100 words.)	\$240
J	2 col x 9.25"	3.22" x 3.7" photo plus 2150 characters (Approx. 350 words.)	\$318
K	4 col x 4.50"	3.22" x 4.2" photo plus 1600 characters (Approx. 280 words.)	\$318
L	3 col x 6.75"	4.89" x 4.2" photo plus 1100 characters (Approx. 190 words)	\$359
M	2 col x 11.50"	3.22" x 5.2" photo plus 2300 characters (Approx. 370 words.)	\$367
N	2 col x 14.00"	3.22" x 6.5" photo plus 3000 characters (Approx. 480 words.)	\$437
O	3 col x 9.25"	3.22" x 9.0" photo plus 1650 characters (Approx. 270 words.)	\$437
P	4 col x 6.75"	3.22" x 6.5" photo plus 3000 characters (Approx. 480 words.)	\$437
Q	3 col x 11.50"	4.89" x 4.2" photo plus 3200 characters (Approx. 520 words.)	\$542
R	4 col x 9.25"	3.22" x 9.0" photo plus 3600 characters (Approx. 600 words.)	\$575
S	4 col x 11.50"	Many combinations of photo sizes plus text available	\$707

Top-notch print results are our goal, so we urge you to provide large, **high-resolution photographs**. By email, we can accept up to a 9 megabyte file or you may submit your photo on a disc. If you have a printed photo, we will scan it for you. All text in your announcement may be edited, if needed, to meet AP style standards.

- \* Special for Golden Anniversary couples: Golden Anniversary announcements in size "C" with a larger photo and approximately 30 words will be **FREE (in The Times-Dispatch only)** to subscribers, and larger size Golden Anniversary announcements are available at a 50% discount for subscribers.

\*\* Private party only. Sorry, no businesses. For business rates, please contact your account executive or Celebrations Specialist Beth Markel at 804-649-6609.

## Celebrations!

### Authorization for Publication of Your Announcement:

This form must be completed and signed before your announcement can be published. The publisher reserves the right to revise, edit or reject any or all copy and photographs. All charges are payable upon submission by cash, personal check or credit card. Note: This program applies to private parties only. For business rates, please contact your Celebrations account executive.

**Note:** If you would like your announcement to also be included in **Urban Views Weekly**, a Celebrations specialist can arrange that for you. Just ask for pricing and details.

Your name \_\_\_\_\_

Street address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime phone \_\_\_\_\_ Home or cell phone \_\_\_\_\_

E-mail address \_\_\_\_\_

Requested publication date \_\_\_\_\_

Requested announcement size \_\_\_\_\_

Authorizing signature \_\_\_\_\_

Payment:  Cash \$ \_\_\_\_\_  Check \$ \_\_\_\_\_ Check # \_\_\_\_\_

Charge (Check one)  Visa  Master Card  Discover  Amer. Exp.

Account # \_\_\_\_\_

Exp. date \_\_\_\_\_ Amount \_\_\_\_\_

Cardholder's signature \_\_\_\_\_

Print cardholder's name \_\_\_\_\_

#### KEEPSAKE EDGING

Black  White  
 Silver  Gold

Note: Edging will be black, if no selection is indicated.

#### **ORDER DEADLINE:**

Because of the complexity involved in preparing each announcement and the advance press run, the deadline to place announcements is **5:00 p.m. on Mondays**, about three weeks prior to publication.

#### OFFICE USE ONLY

Accepted by the Richmond Times-Dispatch, Urban Views Weekly or Centro de Richmond:

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Mactive order # \_\_\_\_\_ Size/rate \_\_\_\_\_

Run this announcement in (Check all that apply): \_\_\_\_\_ Times-Dispatch \_\_\_\_\_ Urban Views

Publication date(s): \_\_\_\_\_ RTD \_\_\_\_\_ UVW  
Sundays only \_\_\_\_\_ Wednesdays only \_\_\_\_\_

### **Richmond Times-Dispatch**

[timesdispatch.com](http://timesdispatch.com) Keyword: Celebrations

Street Address: 300 E. Franklin Street, Richmond, VA 23219

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E-mail Address: [Celebrations@timesdispatch.com](mailto:Celebrations@timesdispatch.com)

For more information, contact the Celebrations office: **Phone:** 804-649-6825. **Fax:** 804-648-1072