

CELEBRATION ANNOUNCEMENT GUIDELINES

Deadline

Announcements must be received by the 25th of the month before the month in which they are to appear.

Photograph Guidelines

We allow professional quality photographic prints, or digital images submitted on CD or by email. Depending on the desired format, photos will be cropped to fit the proportional constraints of the image size. Digital images should be a minimum of 300 dpi at 8 x 11 inches. Photographs will be printed in black and white. Contact the Gazette for color rates.

Text Guidelines

You may personalize your write-up or the Crozet Gazette can write it for you at your request. Announcements should be typed or clearly legible with specific details of the event. All Announcements are subject to our standards of acceptability. The Crozet Gazette reserves the right to edit, revise, or reject any announcement.

Delivery

Announcements may be submitted to the Crozet Gazette by mail at P.O. Box 863, Crozet, VA 22932 or email at allie@crozetgazette.com. We will return photographic prints if they are accompanied by a self-addressed stamped envelope when submitted for publication. Otherwise the photographs will be discarded after publication. The Crozet Gazette is not responsible for loss of or damage to photographs under any circumstances.

Rates

Payment is due at the time of submission. Make checks payable to The Crozet Gazette.

Single Column (2.5 x 6.5 inches): \$25

Double Column (5 x 6.5 inches): \$45

ENGAGEMENT ANNOUNCEMENT FORM

Instructions: Complete the form omitting anything you do not wish to be published. These are only suggested details, none are required. You may also include additional information. *You may submit your own written announcement in lieu of this form if desired.* Announcements may be edited for style, however, the content will appear as submitted to The Crozet Gazette.

Miss/Ms. _____ daughter of _____

_____ of (city, state) _____

_____ is engaged to be married to _____.

He is the son of _____ of

(city state) _____. The bride-to-be attends/grad-

uated from _____ and _____

_____. She is employed by _____.

The prospective bridegroom attends/graduated from _____ and _____

_____. He is employed by _____

_____. The wedding is planned for _____ at _____

_____ in _____.

Additional Information

Additional pages may be attached as necessary.

Text and photographs may be submitted by mail or email.

For more information contact Allie Pesch at allie@crozetgazette.com or (434) 249-4211

WEDDING ANNOUNCEMENT FORM

Instructions: Complete the form omitting anything you do not wish to be published. These are only suggested details, none are required. You may also include additional information. *You may submit your own written announcement in lieu of this form if desired.* Announcements may be edited for style, however, the content will appear as submitted to The Crozet Gazette.

(Bride's Name) _____ daughter of _____
_____ of (city, state) _____ was mar-
ried on _____ to _____, son of
_____ of (city state) _____
_____. The bride-to-be attends/graduated from _____
_____ and _____. She is employed by _____
_____. The bridegroom attends/graduated from _____
_____ and _____. He is employed by _____
_____. The wedding took place at _____. (Name of of-
ficiant) _____ performed the ceremony. (Maid/Matron of honor's name) _____
_____, _____ (relationship to the bride) was
the maid/matron of honor. (Best man's name _____, _____ (re-
lationship to the groom) was the best man. The couple will reside in _____.

ADDITIONAL INFORMATION

*Could include honeymoon information; career or additional information about the couple's parents, step par-
ents; the couple's siblings; names of additional members of the bridal party, etc.*

Additional pages may be attached as necessary.

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BIRTH ANNOUNCEMENT FORM

Instructions: Complete the form omitting anything you do not wish to be published. These are only suggested details, none are required. You may also include additional information. *You may submit your own written announcement in lieu of this form if desired.* Announcements may be edited for style, however, the content will appear as submitted to The Crozet Gazette.

Baby's full name: _____

Name of parents: _____

City and state of residence _____

Date and time of birth _____

Weight and length _____

Name of hospital and/or doctor or midwife _____

City and state of birth _____

Names of the baby's siblings: _____

Maternal grandparents, city and state: _____

Paternal grandparents, city and state: _____

Additional relatives or information: _____

INFORMATION SUBMITTED BY:

Name: _____

Relationship to Child: _____

Phone: _____

Address: _____

Additional pages may be attached as necessary.

Text and photographs may be submitted by mail or email.

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