

Birthday Announcement Form

Announcements of birthdays are for 70-plus years of age. Announcement forms must be in our office at least 10 days before the birthday date or 10 days prior to the planned celebration. Print or type all information clearly. Photos may be submitted with announcements. You have an option of running a color photo for an additional fee. If submitting a photo, please write your name on the back of it. If a digital photo is sent in via e-mail, make sure it is saved as a JPEG. If you want your photo mailed back, please enclose a self-addressed, stamped envelope with the form. Submitted photos will not be returned unless they are accompanied by a self-addressed, stamped envelope.

Photo(s) enclosed? ☐ Yes ☐ No If yes, check one: ☐ I will pick up photo(s) ☐ I have enclosed a stamped, self-addressed envelope

Celebrants' full name _____
(Include maiden name if applicable)

Current address _____ City _____ State _____

Phone number _____

What birthday will be celebrated? _____ Date of the birthday (month, day, year) _____

Place of birth (city, state) _____

Spouse's name _____ Deceased? ☐ Yes ☐ No

Place of marriage (city, state) _____ Date of marriage _____

Occupation ☐ employed ☐ retired Company name _____ City _____ State _____

Veteran: ☐ Yes ☐ No If yes, what branch of service _____

Celebration plans:

☐ Open house ☐ Open reception ☐ family gathering ☐ card shower ☐ other (explain) _____

Time _____

Date _____

Address _____ City _____ State _____

Children (names, spouse names, cities, states of residence)

Stepchildren (names, spouse names, cities, states of residence)

Deceased children _____

Number of grandchildren (We do not list names): _____ Great-grandchildren _____ Great-great-grandchildren _____

Number of stepgrandchildren (We do not list names): _____ Great-stepgrandchildren _____ Great-great-stepgrandchildren _____

Names and daytime phone numbers of two people who could verify facts and spellings of information on this form (required):

RETURNING THE FORM: In person, 601 E. William St., Decatur, IL, Monday through Friday from 8 a.m. to 5 p.m. Online at www.herald-review.com. By mail: to: Herald & Review Life section, 601 E. William St., Decatur, IL 62523. You must include a telephone number where you can be reached during the day. Please allow time for the Herald & Review to verify the information by phone. A form can be faxed to you. PDF forms are also available for download at www.herald-review.com.

ABOUT PHOTOS: Photos provided may be any size, as long as each individual face is at least 3/4-inch wide. If a photograph is out of focus, in soft focus, or of inferior quality, we cannot accept it. We can use color or black and white photographs. A clear focus amateur photo is acceptable. Write your name on the back of the photo. If a digital photo is sent in via email, make sure it is saved as a JPEG. Do not send proofs, framed photos or any photo that is irreplaceable. We take great care with photos, but will not be responsible for their replacement should they become damaged or lost. You may pick up your photo at the Herald & Review one week after it has appeared in the newspaper. Photos will only be kept for three months. If you want your photo mailed back, please enclose a self-addressed, stamped envelope with the form. Submitted photos will not be returned unless they are accompanied by a self-addressed, stamped envelope.

Check one: ☐ I will pick up photo at the Herald & Review
 ☐ I have enclosed a stamped, self-addressed envelope

Announcement option _____ \$ _____

Form of payment: ☐ Check/money order ☐ Cash ☐ Credit Card (circle one): MasterCard Visa American Express Discover
Card # _____ Expiration Date (month/year) _____ three-digit security code on back _____

Card holder's name _____

Address _____

Card holder signature _____

If mailing, include check or money order or complete the information for credit card. Make check or money order payable to Herald & Review. Please do not send cash.

Herald & Review Newsroom: (217) 421-6979