

# Wedding Announcement Form

It is our pleasure to be a part of announcing this special event in your life. Please read this form thoroughly, completing the options and total payment sections. Print or type all information clearly. Announcements appear in both our print and online editions. To ensure that your wedding announcement receives the special attention it deserves, we ask that we receive this form at least two months after the wedding.

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

## **BASIC ANNOUNCEMENT (no photo or with 2" wide color or black and white photo)**

Bride \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
(Include maiden name)

Bridegroom \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Wedding date \_\_\_\_\_ Church name or place \_\_\_\_\_ City/State \_\_\_\_\_

Bride's parents (married  divorced  (father deceased  mother deceased 

Mother's name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Father's name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Bridegroom's parents (married  divorced  (father deceased  mother deceased 

Mother's name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Father's name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Bride's occupation (job title) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Bridegroom's occupation (job title) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Couple will reside in (city) \_\_\_\_\_ State \_\_\_\_\_

## **EXPANDED ANNOUNCEMENT (includes basic information above, a 2" wide color or black and white photo, plus the following information) (Note: for an additional fee you can upgrade your photo to 4" wide.)**

Wedding time \_\_\_\_\_ Person who officiated (pastor/clergy)(full name) \_\_\_\_\_

Honeymoon trip to (city and state or country) \_\_\_\_\_

Maid or Matron of Honor (circle one) name \_\_\_\_\_

Bride's attendants \_\_\_\_\_

Best Man name \_\_\_\_\_

Bridegroom's attendants \_\_\_\_\_

Grandparents of bride \_\_\_\_\_

Grandparents of bridegroom \_\_\_\_\_

Bride's education:

High School \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ (  graduated,  attended,  current student)

College/technical school \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ (  graduated,  attended,  current student)

Advanced education at \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ (  graduated,  attended,  current student)

Bridegroom's education:

High School \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ ( \_\_\_ graduated, \_\_\_ attended, \_\_\_ current student)

College/technical school \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ ( \_\_\_ graduated, \_\_\_ attended, \_\_\_ current student)

Advanced education at \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ ( \_\_\_ graduated, \_\_\_ attended, \_\_\_ current student)

**DELUXE ANNOUNCEMENT (includes all the above information above and the information below for an additional fee.)**

Description of dresses \_\_\_\_\_

Colors/theme of wedding \_\_\_\_\_ Floral selection \_\_\_\_\_

Flower girl \_\_\_\_\_ Ring bearer \_\_\_\_\_

Ushers \_\_\_\_\_

Others: Candlelighters, junior bridesmaid, personal attendant, etc. (list title and name of each) \_\_\_\_\_

Wedding reception location \_\_\_\_\_

Reception attendants \_\_\_\_\_

Soloist/special music \_\_\_\_\_

**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. By mail: to: Herald & Review Life section, 601 E. William St., Decatur, IL 62523. Online at [www.herald-review.com](http://www.herald-review.com). 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](http://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.

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**