

# Sioux City Journal

2802 Castles Gate Drive, Sioux City, IA 51106 | 712-293-4216 or 800-397-9820, ext. 4216

## Engagement Announcement

Please read the guidelines for more information.

PLEASE TYPE OR PRINT ALL INFORMATION PLAINLY

Will you supply a picture? \_\_\_\_ Yes \_\_\_\_ No

Name of bride-to-be: \_\_\_\_\_

Address: \_\_\_\_\_

Parents: \_\_\_\_\_

Address: \_\_\_\_\_

Name of bridegroom-to-be: \_\_\_\_\_

Address: \_\_\_\_\_

Parents: \_\_\_\_\_

Address: \_\_\_\_\_

Date and place of wedding: \_\_\_\_\_

Bride-to-be's education and present occupation: \_\_\_\_\_

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

Bridegroom-to-be's education and present occupation: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

This form must be completed and signed before your special-occasion announcement can be published.

Whoever submits or pays for the announcement may fill it out. The Publisher reserves the right to revise, edit or reject any or all copy and photographs deemed unsuitable for publication.

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## Authorization for Publication of Announcement

Couple's names: \_\_\_\_\_

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

Street Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Evening Phone Number: \_\_\_\_\_

Announcement guidelines have been read \_\_\_\_ Yes \_\_\_\_ No

Desired publishing date (subject to space availability): \_\_\_\_\_

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## Guidelines

All birth, engagement, anniversary, wedding, and birthday announcements will run on Saturdays. Forms are available at the front desk of the Sioux City Journal or visit <http://siouxcityjournal.com/announcements>. You may also request to have the forms mailed. Announcements will appear on The Journal's website.

### Deadlines

The deadline for submitting announcements is as follows:

- ALL anniversaries, engagements, weddings, birthdays and births need to be submitted 10 days prior to the Saturday publication date.
- The anniversary announcements are for those married 25 years or more. If a photo is used, it needs to be a recent photo.
- Birthdays are for those 80 years and older. If a photo is used, it needs to be a recent photo.
- Births are for those 6 months and younger. No photos are allowed on birth announcements.
- All announcements are subject to space availability.

### Photos (anniversary, wedding, engagement and birthday announcements)

- Black and white or color photos may be used.
- In lieu of a height discrepancy, the most satisfactory photos are when the couple's heads and shoulders are close together.
- E-mail options are available. If a photo is e-mailed, it must be sent as an attachment in .jpg format.
- Please write the last name(s) of the couple on a small piece of paper taped to the back of the photo.
- Photos need to be left at The Journal, 2802 Castles Gate Drive, and may be picked up after the announcement publication.
- Photographs can be returned by mail if accompanied by a self-addressed, stamped envelope.
- Photographs not picked up after 6 months will be discarded.
- The Sioux City Journal is not responsible for lost or damaged photographs.

### Addresses

The Sioux City Journal, 2802 Castles Gate Drive, Sioux City, Iowa 51106

Telephone: 712-293-4216 or 1-800-397-9820, ext. 4216

Website: [www.siouxcityjournal.com](http://www.siouxcityjournal.com)

E-mail: [features@siouxcityjournal.com](mailto:features@siouxcityjournal.com)