



Guidelines for Announcement Forms

Rates:

There is a charge for all announcements. Please see the rates below:

Wedding Announcements: Minimum charge: \$75.00 (if you would like to include additional information, you will be subject to additional charges).

Anniversaries, Births, Engagements, Birthdays, etc: Minimum charge: \$50.00 (if you would like to include additional information, you will be subject to additional charges).

Pictures:

- * Should be wallet size or larger, no larger than an 8 x 10.
- * Color is preferred.
- * Engagement: picture of the bride-to-be only.
- * Wedding: picture of bride and groom or bride only.
- * Anniversaries: couple.
- * Birthdays: birthday person only.
- * Engagement and wedding pictures are not returned; however, you can arrange for pick up at the front counter of the News Sentinel or provide a Self-Addressed, Stamped Envelope.

Engagement:

- * Should be submitted at least 2 weeks prior to wedding.
- * Should be submitted no sooner than 6-8 weeks before the wedding.
- * Published according to the date of the wedding.

Wedding:

- * Wedding announcements are published after the wedding .
- * Weddings more than 6 months old are returned.

Anniversaries:

- * Both members of the couple must still be living.
- * You may write the date preferred for it to run on the form, but we do not guarantee a certain date in which it will run.

Birthdays:

- * Announcements may be submitted eight weeks before or after the birthday date.
- * Announcements more than eight weeks old will be returned.
- * You may write the date preferred for it to run on the form, but we do not guarantee a certain date in which it will run.

General:

- * Please write legibly.
- * Make sure contact information is on announcement.

* If you are in doubt of an announcement running on time, please send as early as allowed (see above).

* There is a drop box in front of the News Sentinel in which you may drop your announcement or leave at the front desk in the lobby (8a.m.-5 p.m. Monday-Friday) or mail it or e-mail to celebrations@KnoxNews.com.

* Write wedding, engagement, anniversary or birthday on the envelope.

* We do not accept pictures by fax.

* Please use the form provided.

* Our form is our guideline to ensure equality with all announcements. You can include as much detail as you like, however, there is an additional charge for extra lines.

* If the parent(s) or children is/are deceased, please feel free to list him/her/them. We will list them as .the late..

For information please call 865.637.4111 or e-mail celebrations@knoxnews.com.