

Rocky Mount Telegram

Mailing Address

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Street Address

1000 Hunter Hill Road

Rocky Mount, NC 27804

Engagement Form

Congratulations on your engagement! The Telegram will print your announcement for a fee. A 1 column photo will be \$15 and a 2 column photo will be \$55. There is an extra \$5 charge to list grandparents. Announcements are posted on our website by Tuesday after they are published in The Telegram. In preparing and submitting this form, please observe the following guidelines. Because of the number of requests to print engagement announcements, we regret there can be no exception made to them.

In preparing and submitting this form, please adhere to the following guidelines:

- ◆ Please submit your completed engagement announcement form to the Classified Department by 5p.m., Monday, for inclusion in Sunday's edition.
- ◆ If you would like a portrait included with the announcement, please submit the photograph with this form. The minimum size accepted is 3"x5" and the maximum size is 8"x10". All photos should have good contrast between the people in the foreground and the items in the background. Photographs may be picked up from the Classified Department beginning on the Monday following their publication. We make every effort to return photos to the submitter, however, we are not responsible for photos lost or damaged.
- ◆ All engagement announcements must be paid for by 5 p.m. Wednesday before publication.
- ◆ Please ensure that a contact name, email address and daytime and evening telephone numbers are listed in the appropriate spaces.
- ◆ Please do not submit a written version of the announcement, or an announcement published in another newspaper. Only the information contained on this form will be used to compile the announcement to be published in the Rocky Mount Telegram.
- ◆ Announcements must be proofed at the Telegram's office by the submitter or emailed to the submitter for approval. This must be done by the Wednesday before publication. The Rocky Mount Telegram will correct any errors found in the announcement prior to publication. An announcement will not be printed a second time to correct published errors if the announcement was not proofed by the submitter prior to publication.
- ◆ The Telegram does not publish engagement announcements less than two weeks before the wedding.
- ◆ Laminate charge \$5 each.

_____, of _____, announce
(prospective bride's parents' names) (her parents' city)

the engagement of their daughter, _____, of _____
(her complete name) (her city)

to _____, of _____, the son of
(prospective groom's complete name) (his city)

_____, of _____

The wedding is planned for _____ a.m./p.m. _____, 200____ at _____
(time) (specific date) (place)

(place)

Contact _____ (day telephone) _____ (night telephone) _____